Automated Standard Application for Payments Interface

User Manual

July 30, 2002

CAMS SUPPORT CENTER

CFS ASAP Interface
Table of Contents

Getting Started

Overview

The Automated Standard Application for Payments (ASAP)℠ Interface module of the Core Financial System (CFS) enables you to communicate federal grant information with the Federal Reserve Bank of Richmond (FRBR). ASAP is an all-electronic payment and information system developed jointly by the Financial Management Service (FMS) and the FRBR. The latter, in its capacity as Treasury fiscal agent, operates the system. The ASAP Interface is a system through which grantee organizations receiving federal funds can draw from accounts preauthorized by federal agencies. ASAP facilitates the process of making timely payments to financial agents that are performing financial services for FMS and other federal agencies.

A federal grant is a financial assistance instrument that provides money and/or direct assistance to the recipient to carry out a public purpose authorized by a law of the United States. The life cycle of a grant includes application, review, award, performance, payment, and closeout. The grants process calls for preliminary and/or full applications from organizations or individuals desiring to participate in the agency program, describing their proposed work, project team, and budget justification. The proposed grant action is reviewed. The grant is negotiated with the grantee and a grant agreement document is prepared and “obligated”. On the basis of the award, the grantee may then proceed to perform as prescribed, incurring authorized costs and requesting payment from one of the designated government-wide drawdown systems. Payment requests must carry accounting information sufficient to associate amounts requested with the specific grant(s). All grants ultimately require closeout.

The ASAP Interface enables you to

- maintain ASAP Interface data
- establish the grant obligation
- establish account profiles and authorization records
- retrieve ASAP data
- enter payment and deposit data
- process corrections, and
- produce reports and look up ASAP grant records

Introduction

This section provides an overview of the ASAP Interface module, including

- purpose
- who uses
- how to use
- in this chapter
- in this module, and

- additional resources

Purpose

The purpose of this chapter is to

- describe the ASAP Interface process flow
- describe the features of the ASAP Interface, and
- provide procedures for some of the basic tasks

Who uses

Users of this module include

- grant management functional experts
- help desk associates
- bureau liaisons
- accountants
- budget personnel
- system administrators
- supervisors and managers, and
- executives.

How to use

When using this module

- determine the section or topic that corresponds to your inquiry
- navigate to the section or topic by clicking the appropriate link
- view or print the information in the topic, and
- navigate to related topics by clicking the reference links.

In this chapter

This chapter contains the following topics:

- ASAP Interface high-level process flow
- System features and descriptions, and
- Getting help

In this module

This module contains the following chapters:

Chapter 1: Getting Started (the chapter you are reading now)

Chapter 2. Maintain ASAP Interface Maintenance Screens

Chapter 3. Establish Obligation

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

Government accounting information	*DoC Accounting Principles and Standards Handbook*
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
Treasury Finance Manual	www.fms.treas.gov
Department of Commerce Homepage	www.osec.doc.gov
CAMS Homepage	www.camsic.osec.doc.gov
ASAP overview	www.fms.treas.gov/asap/asapoverview.htm
Interagency Electronic Grants Committee	http://www.iaegc.gov/
Information on CA$HLINK	www.fms.treas.gov/cashlink

ASAP Interface High-level Process Flow

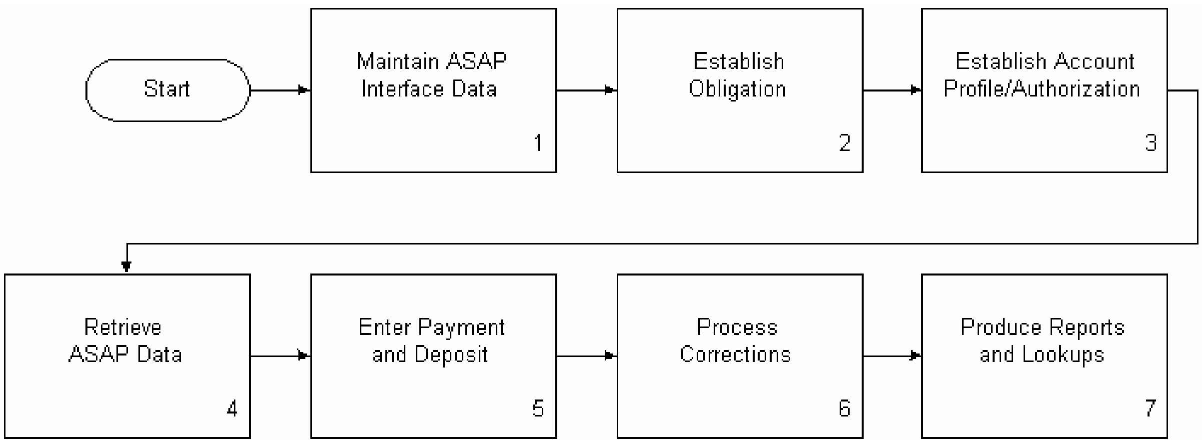
Introduction

This section contains the following information:

- process flowchart, and
- process stages

Process flowchart

The diagram below describes the high-level ASAP Interface process workflow.



Process stages

The table below provides the process stages of the ASAP Interface module. These stages correspond to chapters 2-8 of this book and are organized functionally, i.e., in the sequence you should follow for optimum use of the ASAP Interface. Because these stages assume your use of screens in a particular sequence that is different than the sequence presented in the CAMS Navigator menu, each stage description below includes the names of the screens used in support of the stage function.

Process Stages	
Stage	**Description**
1	The Maintain ASAP Interface Maintenance stage sets up the operating environment and codes required by the application before you can begin using it for grant processing. It includes your use of four screens: ASAP ID Directory Screen (SPDG002) for setting up and maintaining information for grant requestors and recipients Vendor Maintenance Screen (PM002) for setting up and maintaining payment information for requestors and recipients) Bureau Code Maintenance Screen (GL004) for setting up and maintaining Bureau codes and also certain default codes that will automatically display on the Account Management Screen (SPDG003) for approved ASAP grants Agency Location Code Maintenance Screen (GL060) for setting up and maintaining each Agency Location Code (ALC), which is an identifier set up for accounting purposes that consists of bureau, department, and location
2	The Establish Obligation stage creates and approves grant obligations and records a commitment to those obligations. It includes your use of two screens: Purchase Order Screen (FM041) for creating the grant obligation record prior to approval of or commitment to the grant Documents Requiring Approval Screen (WF002) for approving grant obligations
3	The Establish Account Profile/Authorization stage sets up your environment for automated sending and receiving of bureau account and authorization data. It includes your use of three screens: ASAP Account Management Screen (SPDG003) for setting up general account information for the bureaus issuing grants, establish account distribution rules (transaction posting priorities) at the grant and purchase order line item levels, create grant authorization records, and provide for the release and automatic uploading (sending) of account and authorization data. Account Profile & Authorization Uploading Screen (SPDG200) for manually uploading authorizations not automatically uploaded with the ASAP Account Management Screen (SPDG003) ASAP Agency Report Downloading Screen (SPDG201) for downloading (receiving) incoming agency reports, which show the interface status of agency files downloaded

4	The Retrieve ASAP Data stage downloads FRBR data you need to post amounts for interfaced ASAP transactions. It includes the use of one screen: ASAP Data Retrieval File Downloading Screen (SPDG202) for enabling the review and manual posting of FRBR-created/downloaded data ***Note:*** Posting cannot be done until you enter payment and deposit information on the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004) in Stage 5.
5	The Enter Payment and Deposit stage provides for the manual recording of data reported by the FRBR. It includes the use of one screen: • ASAP Debit Voucher and Deposit Ticket Screen (SPDG004) for confirming and recording the receipt of Debit Voucher/Deposit Ticket Validation reports (SPDG114) usually received daily by Fax from the FRBR. ***Note:*** The amounts you record on this screen must match the ASAP interfaced transaction amounts you enter on ASAP Data Retrieval File Downloading Screen (SPDG202) in Stage 4.
6	The Process Corrections stage corrects and reposts ASAP transactions as required. It includes your use of two screens: ASAP Transaction Reposting & Lookup Screen (SPDG005) for enabling transaction reposting by account ASAP Transaction Correction & Lookup Screen (SPDG006) for enabling corrections to posted transactions

7	The Produce Reports and Lookups stage produces the reports on ASAP Interface activities. It includes your use of these screens: ASAP Grant Status Report Screen (SPDG100) ASAP Transaction Aging Report Screen (SPDG101) ASAP Transaction G/L Posting Report Screen (SPDG102) ASAP Transaction G/L Entry Lookup & Report Screen (SPDG103) ASAP Account Profile and Authorization Report Screen (SPDG110) ASAP Authorization Uploading Report Screen (SPDG111) ASAP Agency Report Downloading Report Screen (SPDG112) ASAP Data Retrieval File Downloading Report Screen (SPDG113) ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114) ASAP Transaction Posting Report Screen (SPDG115) ASAP Posting Corrections Report Screen (SPDG116) ASAP Transaction Lookup Screen (PM047)

System Features and Descriptions

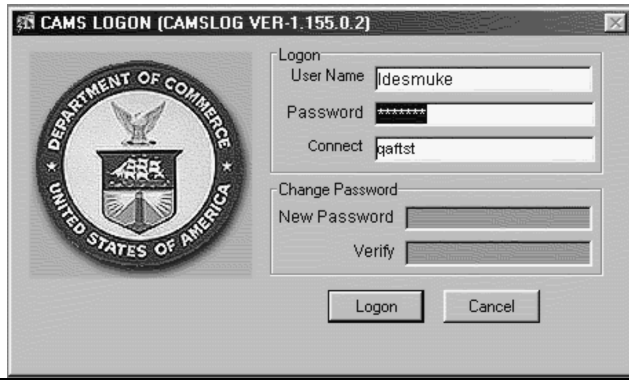
This section provides general navigational information for the ASAP Interface, including

- logon procedures
- screen navigation
- parts of a screen
- common tasks
- operator function keys

Logon procedures

Follow the steps in the table below to log into the ASAP Interface.

Procedure Table	
Step	**Action**
1	Double-click the ASAP Interface icon on your desktop. ***Result:*** The CAMS logon warning screen appears.

<table>
<tr><td>2</td><td>Click the Enter CAMS button.
Result: The CAMS LOGON Screen appears.


</td></tr>
<tr><td>3</td><td>Enter your User Name in the USER NAME field.</td></tr>
<tr><td>4</td><td>Tab to the PASSWORD field and enter your password.

IMPORTANT: Do not share your password with anyone. If you believe the security of your password has been compromised, change it immediately.

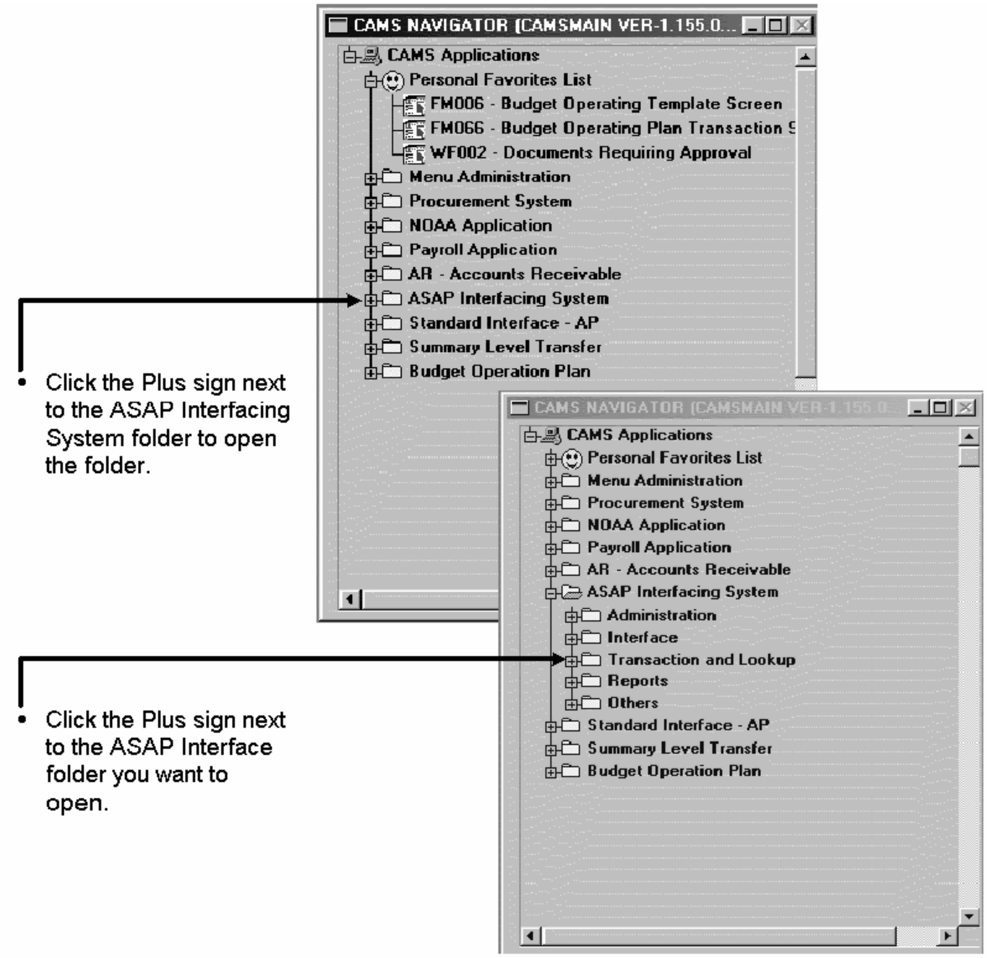
Note: If you forget your password, see your system administrator for assistance.

Note: You can change your password any time, or when the system prompts you to change your password for security purposes. Do you want to change your password now?
If yes, go to step 5.
If no, go to step 6.</td></tr>
<tr><td>5</td><td>Tab to the NEW PASSWORD field and type a new password.

Note: See your Security Officer for specific password requirements.</td></tr>
<tr><td>6</td><td>Tab to the VERIFY field and type the same new password.</td></tr>
<tr><td>7</td><td>In the CONNECT field, you should see the name of your bureau's database. If not, see your system administrator.</td></tr>
<tr><td>8</td><td>Click the Logon button.
Result: The CAMS Navigator window opens.</td></tr>
</table>

Screen navigation

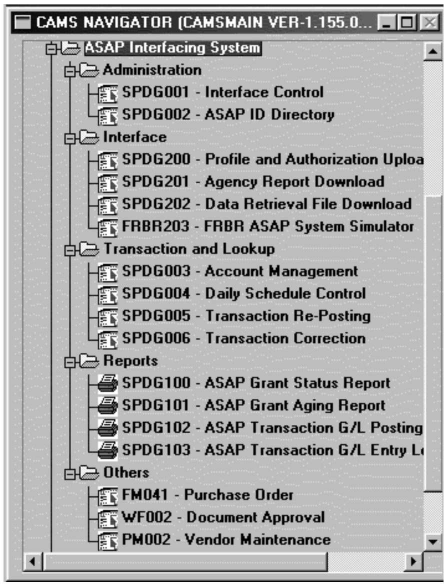
The CAMS Navigator window opens after you complete the CAMS logon procedure. The following figure shows how to access the ASAP Interface from this window.



Following are descriptions of the five folders that make up the ASAP Interfacing System folder.

Folder	Description
Administration	A series of bureau-defined tables that establish parameters for processing and for the List of Values for certain screen fields.
Interface	Programs for managing files and transactions and for the transfer of information.
Transaction and Lookup	A process for creating account and authorization records, transaction recording, querying and corrections.
Reports	Standard reports for reporting requirements.
Others	Screens to establish the grant obligation in the form of a purchase order, approve the obligation, and set up vendors

Following is a picture of the fully expanded ASAP Interfacing System folder. It provides access to multiple screens listed under each of the five folders. It is important to understand the required sequence of use, before using these screens. Refer to Process Stages before you begin.



Notes:

- If a screen name or folder is greyed-out, access to that screen or folder is not available.
- Clicking the box with the minus (-) sign next to a folder will close the folder.
- Your list of options may be different than the one displayed here, depending on your role with the system.

Parts of a screen

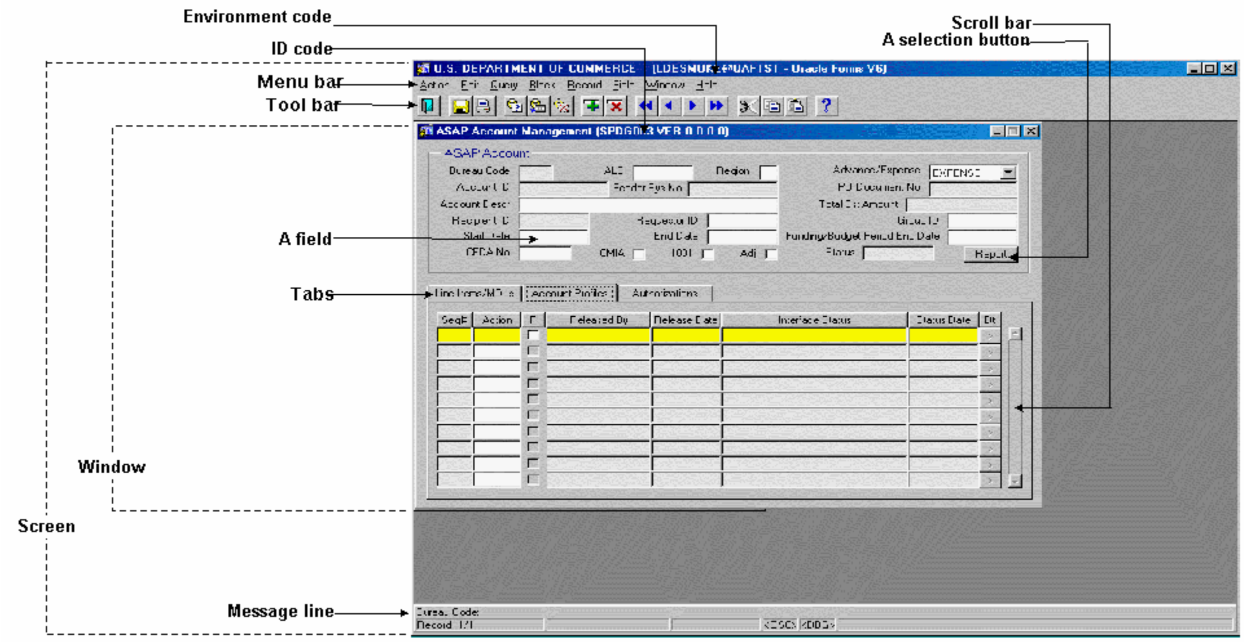
This section contains:

- screen example
- parts of a screen table
- tool bar definition, and
- menu bar definition

Screen example

The ASAP Interface module consists of screens that are used for displaying and entering information pertaining to the ASAP Interface.

The following diagram shows a sample screen and its different components.



Parts of a screen table

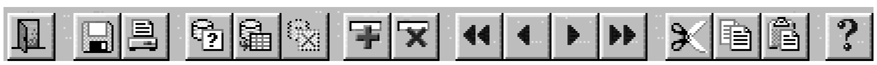
The table below describes the different screen parts shown in the above example.

Parts of a screen	
Part	**Function**
Environment code	Identifies the environment currently accessed
ID code	Identifies the window and application. ***Example***: SPDG003 indicates the ASAP Account Management Screen in the ASAP Interface module.
Menu bar	Lists the names of the pull-down menus for the application. ***Note***: Each menu name, when clicked, shows the pull-down menu of options. See Menu bar definition for more information.
Tool bar	Contains the icons for performing commonly selected menu functions. ***Note***: Each icon, when clicked, takes you directly to the associated function. See Tool bar definition for more information.
Field	Contains display-only or default data provided by the system or data you enter during a transaction.
Tab	Identifies a separate functional part of the window with its own fields. In the screen example, there are three tabs. ***Note:*** Each tab, once clicked, opens a new section of the window.
Window	The set of fields, buttons, and selections associated with the specific function you select.
Screen	The entire area devoted to the ASAP user interface. It contains components such as the menu bar and toolbar that remain constant, regardless of which window you are currently using.
Message line	Displays both information messages (such as the name of the field your cursor is currently on) and error messages at the bottom of the screen.

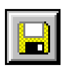
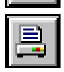
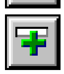
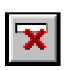
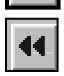
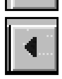
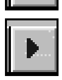
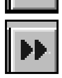
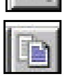
Scroll bar	Enables you to scroll up and down in the window or in a section of the window in order to see more of the data in the window. ***Note:*** To scroll, click on the up or down arrow or click on the slider and drag up or down.
Screen selection button	Displays additional options, if there are any, and typically opens a related window.

Tool bar definition

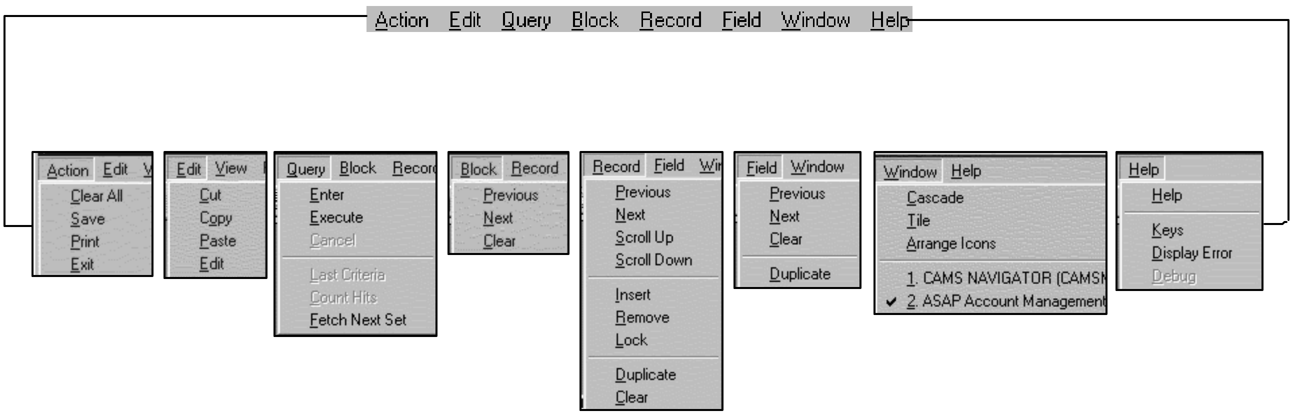
The tool bar contains a line of icons that you can click to perform commonly-selected functions. By clicking one of these icons, you activate the function represented by the icon.



Toolbar Icon Descriptions

This icon…	is for …
	closing the CAMS Navigator window, without saving any data you may have entered, and ending all associated programs currently running on your computer.
	saving your data entries.
	printing the current screen to your local or network printer.
	entering a query (you must have a window open that allows a query).
	executing an entered query.
	canceling an entered query.
	adding a new record (you must have a window open that allows record creation and be authorized to use it)
	deleting the selected record from the active window (you are authorized to use)
	displaying the previous set of records retrieved from your query
	displaying the previous record retrieved from your query
	displaying the next record retrieved from your query
	displaying the next set of records retrieved from your query
	Cutting data from one field or screen in order to paste to another.
	Copying data from one field or screen in order to paste to another.
	Pasting cut or copied data from another field or screen to this one.

Menu bar definition



The Menu bar, located just above the tool bar, contains a line of menu names for controlling the field, window, or application. Clicking a menu name opens the associated drop-down menu that contains a list of available options. You can select these options by clicking on them. Once you click a menu name, you can slide the cursor across the menu bar to open a drop-down list from another menu. To close a drop-down list, click anywhere on the screen, outside the Menu bar.

The following table lists the menu options for each menu and describes some of the options that are not readily apparent.

Menu options that have an ellipsis (…..) after their name indicate there is more to follow, i.e., selection of the option opens a window or dialog box.

Drop-down Menu Descriptions	
Menu	**Menu options**
Action	Clear all (clears all displayed data from the field after giving you a chance to save first), Save, Print, Exit
Edit	Cut, Copy, Paste, Edit (during a query, opens a search box for the field that you can use for search and replacement or for a value change and advises you of number of records being queried in the Message bar), and Display List (opens a description box for the field).
Query	Enter, Execute, Cancel, Last Criteria, Count Hits (shows in the message bar the number of records the entered query will retrieve, if executed), and Fetch Next Set (displays the next record retrieved by your query). See How to perform queries.
Record	Previous, Next, Scroll Up, Scroll Down, Insert (add record), Remove (delete record), Lock, Duplicate, and Clear are all options that control which record is displayed in the current window.
Field	Represents a column in a database table that will contain a value entered by the system (default or display-only) or a user-entered value, or be ready to accept a value for data entry or query.

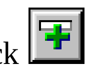
Window	Cascade, Tile, and Arrange Icons to control how your windows are displayed in relation to each other, along with the name(s) of the window(s) currently open.
Help	Help, Keys (see Operator function keys), and Display Error (if applicable, displays error in the Message line at the bottom of the screen)

Common tasks

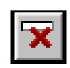
Following are procedures for

- how to add a record
- how to delete a record
- how to display a list of values (LOV)
- how to perform queries
- how to query properties of a field

How to add an item or a record

Position the cursor on the line that will allow a record to be added and click  in the toolbar (you must be authorized to use the screen and the Create option must be available for the particular record, based on its interface status or on the stages prerequisite to the task).

How to delete an item or a record

Position the cursor on the line that will allow a record to be deleted and click  in the toolbar (you must be authorized to use the screen and the Delete option must be available for the particular record, based on its interface status or on the stages prerequisite to the task).

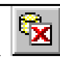
How to display a list of values (LOV)

To display a list of values (LOV) that are valid for a particular field, double-click on that field.

How to conduct queries

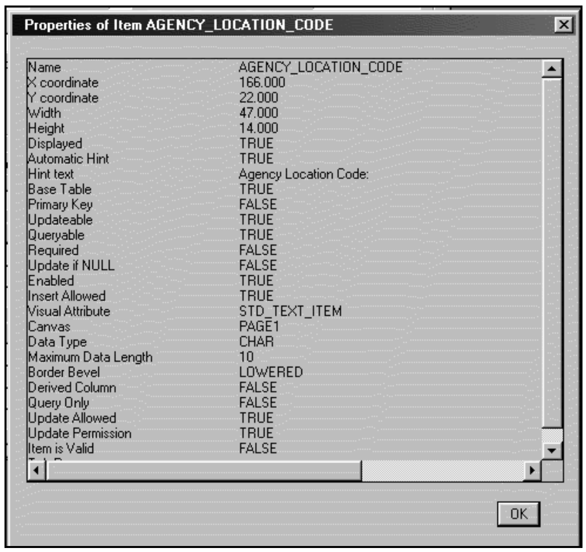
Follow the 4 steps in the following table to perform a query.

Procedure Table	
Step	**Action**
1	Click  or select **Enter Query** from the Query menu. ***Result:*** The query portion(s) of the screen, generally the Control block, are now available for data entry.
2	Enter values in a sufficient number of fields to enable the system to locate the specific record or group of records you want to look up. If you do not know or remember the appropriate values, double-click the field to display the LOV.

3	Click  or select **Execute Query** from the Query menu. ***Result***: The system displays any records that match your selection criteria. If no records are found, a message appears in the message line at the bottom of the screen. If your query pulled up multiple records, you can use the previous and next record or record set icons to scroll through the records.
4	To cancel a query, click  or select **Cancel Query** from the Query menu.

How to query properties of a field

To display a list of properties for a field, position the cursor on the field and press **F1** from the field. This opens the Properties of Item window shown below. This is an Oracle Forms window designed primarily for developers.



Operator function keys

Operator function keys refer to the key combinations you can use to initiate specific actions in the CFS ASAP Interface.

Note: If you have a personal computer (PC), you do not need them, as these functions are available from the tool bar, the menus, or just with your mouse.

The following is a list of the function key combinations and their resulting actions. For example, Alt B/N means you need to hold down the Alt key while typing the B and the N keys.

Operator Function Keys	
Keystroke(s)	**Definition**
Block/Next (Alt B/N)	Moves the cursor to the next block in the window, such as from the control block to the detail block

Operator Function Keys	
Keystroke(s)	**Definition**
Block/Previous (Alt B/P)	Moves the cursor to the previous block in the window
Field/Next (Alt F/N)	Moves the cursor to the next field
Field/Previous (Alt F/P)	Moves the cursor to the previous field
Quit (Ctrl Q)	Quits (closes) the current window
All Clear (Alt A/C)	Clears the contents of all fields in the window
Field properties (F1)	For developer use. Displays the properties of the field on which the cursor is positioned currently. This is the same as choosing **Help** from the Help menu.
Display error (Shift F1)	Displays error information in the message line at the bottom of the screen, if error information exists. This is the same as choosing **Display Error** from the ASAP Help menu.
Show Function keys (Ctrl F1)	Displays a window that lists the function key assignments currently in effect for the keyboard map you are using. This is the same as choosing **Keys** from the ASAP Help menu.

Getting Help

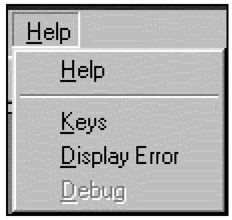
Introduction

This section includes information about:

- system help
- bureau help desk support, and
- CAMS support

System help

There are three options available from the Help pull-down menu in the ASAP Interface menu bar:



- **Help** (this option displays the properties of the field on which the cursor is positioned currently)
- **Keys** (this option opens a window that lists the function key assignments currently in effect for the keyboard map you are using, as described in Operator Function Keys)
- **Display Error** (this option displays error information in the message line at the bottom of the screen, if error information exists)

Bureau help desk support

Each bureau contains system and database administrators to assist with problems that occur within CFS.

CAMS support

The CFS ASAP Interface software is maintained by the Department of Commerce CAMS Support Center (CSC) that

- provides a facility for training users
- tests software bug fixes
- develops enhancements, and
- provides various types of support to bureaus for deployment and operation of the software.

Maintain ASAP Interface Maintenance

Overview

Introduction

This topic provides an overview of ASAP Interface maintenance process, including

- purpose
- in this part, and
- additional resources

Purpose

The purpose of this chapter is to provide

- an overview of the ASAP Interface maintenance process
- descriptions of the task-related user screens
- procedures for completing each of the screens, and
- guidance for trouble shooting

In this part

This part contains the following sections:

Process workflow and stages

Maintain ASAP data

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

For ...	Refer to ...
government accounting information	*DoC Accounting Principles and Standards Handbook*
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
the Treasury Finance Manual	www.fms.treas.gov

the Department of Commerce Homepage	www.osec.doc.gov
the CAMS Homepage	www.camsic.osec.doc.gov
Overview of ASAP	www.treas.gov/asap/asapoverview.htm
Interagency Electronic Grants Committee	www.iaegc.gov

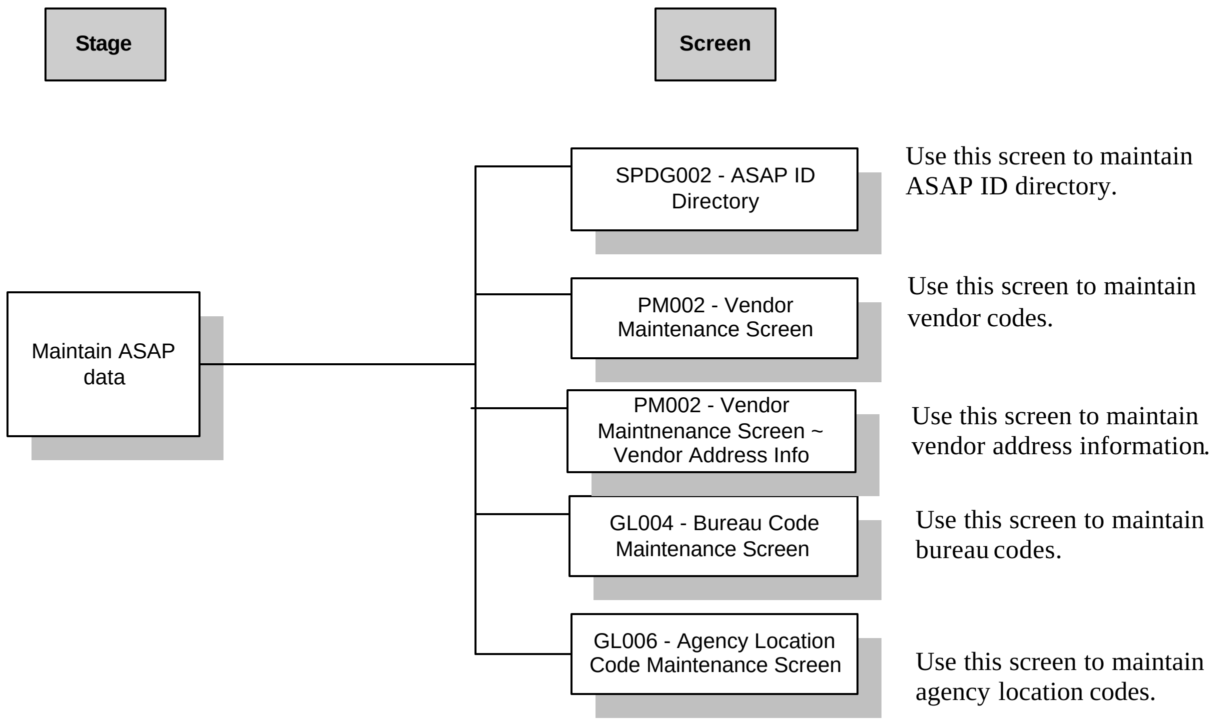
Maintain ASAP Interface Maintenance

This section provides information about the CFS ASAP Interface maintenance process, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The workflow model below presents a high-level overview of the ASAP Interface Maintenance process.



Process stages

The table below describes what happens in each of the stages of the ASAP Interface Maintenance process.

Process Stages	
Stage	**Description**
1	Do you want to create, modify and create ASAP ID directories? • When *yes*, access ASAP ID directory • If *no*, stop or go to Stage 2.
2	Do you want to modify vendor information? • When *yes*, access vendor maintenance screen • If *no*, stop or go to Stage 3.
3	Do you want to modify bureau codes? • When *yes*, access bureau code maintenance screen • If *no*, stop or go to Stage 4.
4	Do you want to modify agency location codes? • When *yes*, access agency location code maintenance screen • If *no*, stop.

ASAP ID Directory Screen (SPDG002)

This section provides information about the ASAP ID Directory Screen (SPDG002), including

- about the ASAP ID Directory Screen (SPDG002), and
- using the ASAP ID Directory Screen (SPDG002)

About the ASAP ID Directory Screen (SPDG002)

Introduction

This topic provides information about the ASAP ID Directory Screen (SPDG002), including

- purpose
- when to use
- accessing the ASAP ID Directory Screen (SPDG002)
- example of the ASAP ID Directory Screen (SPDG002)
- tasks involved, and
- field description table

Purpose

The ASAP ID Directory Screen (SPDG002) allows users to view, update, and manually create and delete ASAP IDs for use when assigning requestors and recipients in the Vendor Maintenance Screen (PM002). Each month, an ASAP ID Directory report is interfaced and downloaded into CFS with two types of ASAP IDs. Users are allowed to manually create records on this screen for those recipients and requestor who's ASAP IDs have not been interfaced through the monthly ASAP ID directory download.

When to use

Use the ASAP ID Directory Screen (SPDG002) to manually create records, update informational fields such as contact address or telephone number for both interfaced and manually entered ASAP ID records, delete manually entered records, and perform general queries on the detail block using user-specified query criterion.

Accessing the ASAP ID Directory Screen (SPDG002)

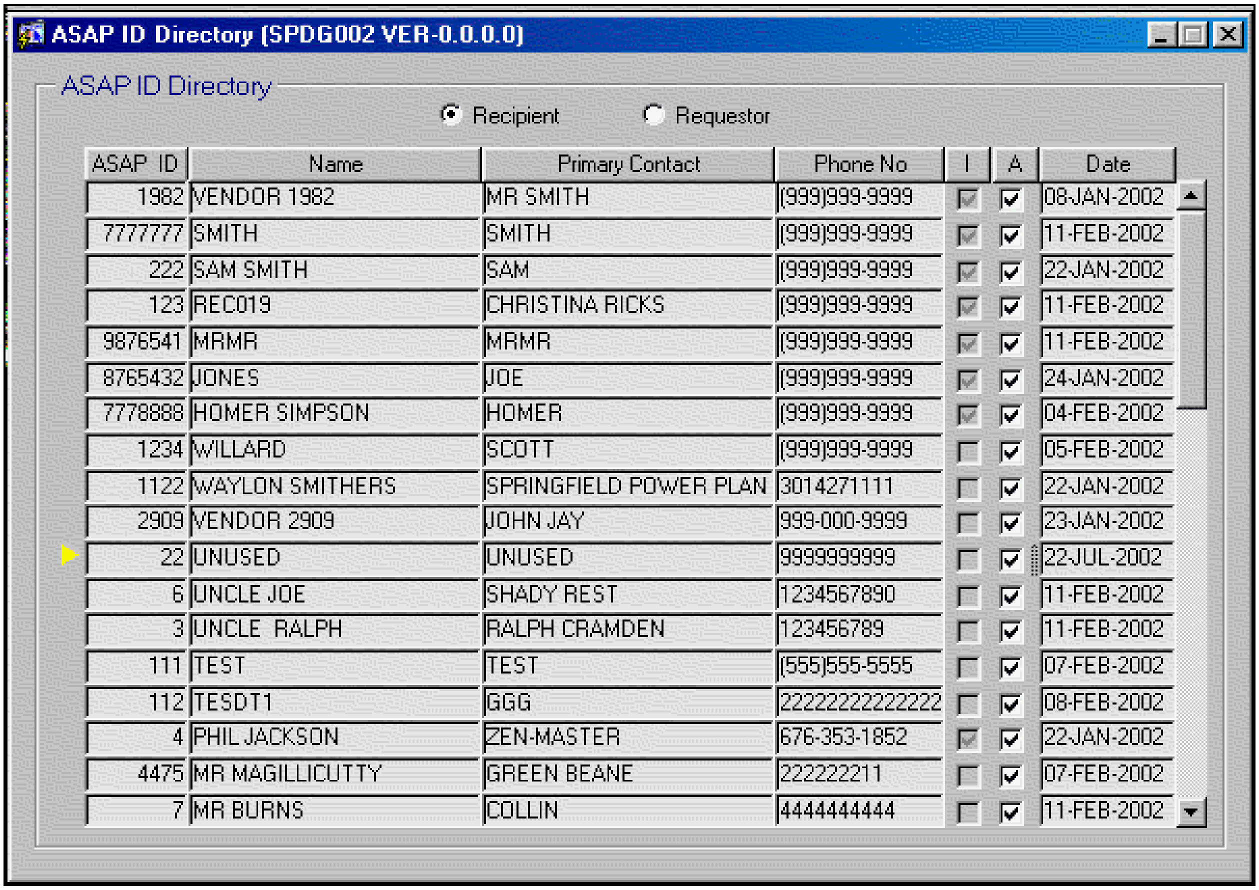
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Administration** folder.

3	Double-click **SPDG002 – ASAP ID Directory** icon. ***Result:*** The ASAP ID Directory Screen (SPDG002) is displayed.

Example of the ASAP ID Directory Screen (SPDG002)

An example of the screen is shown below.



ASAP ID Directory Screen (SPDG002)

Tasks involved

The following major tasks are accomplished with the ASAP ID Directory Screen (SPDG002):

- modify record, and
- query records by requestor

Field description table

The following table describes the fields in the ASAP ID Directory Screen (SPDG002).

Field Description Table

Field Description Table		
Field	**Type**	**Description**
RECIPIENT	• radio button	This recipient identification radio button identifies an organization in the ASAP system. This radio button is used to query the recipient ASAP IDs to be displayed on the screen.
REQUESTOR	• radio button	This recipient identification radio button identifies an organization in the ASAP system. This recipient identification radio button is used to query the requestor ASAP IDs to be displayed on the screen.
ASAP ID	• required, and • max length = 7	This field displays the unique ASAP ID number of a recipient or requestor.
NAME	• required before the record can be set active	This field displays the name of the recipient or requestor that relates to the ASAP ID.
PRIMARY CONTACT	• required	This field displays the primary contact name of the recipient or requestor the ASAP ID.
PHONE NO.	• required	This field displays the telephone number of the recipient or requestor ASAP ID.
INTERFACED FLAG (I)	• indicator flag	This field displays the interfaced flag of an ASAP ID. If checked, ASAP ID is interfaced, if not checked ASAP ID is manually entered.
ACTIVE FLAG (A)	• indicator flag	This field displays the active status of an ASAP ID. ASAP ID active, if checked.
DATE	• system generated in DD-MM-YYYY format	This field displays the status date of an ASAP ID record.

Using the ASAP ID Directory Screen (SPDG002)

Introduction

This topic provides information about using the ASAP ID Directory Screen (SPDG002), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are not tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- modify record, and
- query records

Modify record

Follow the steps in the table below to modify record.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP ID Directory Screen (SPDG002)
2	VARIOUS FIELDS	Enter data into fields to be modified. Note: Fields must be white in order to be updated. Greyed fields are entered from automatic upload and are not updateable.
3	SAVE	Do you want to save modified entry? • If yes, click **Save** button on tool bar. If no, exit screen.

Query records

Follow the steps in the table below to query records.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP ID Directory Screen (SPDG002)
2	ENTER QUERY	• Select the **Enter Query** button on the tool bar. ***Result:*** The greyed data fields turn white indicating data is not protected and can be entered.
3	RECIPIENT	Do you want to query records by requestor type? Note: This is the default value; the recipient radio button is automatically selected. • If *yes*, go to step 5. • If *no*, go to step 4 or exit screen.

4	REQUESTOR	Do you want to query records by requestor type? If *yes*, click **Requestor** radio button. • If *no*, recipient will remain selected. Go to step 5 or exit screen.
5	EXECUTE QUERY	Do you want to execute the query entered? • If *yes*, select the **Cancel Query** button on the tool bar or click the X in the top right corner of screen.. ***Result:*** The queried record is displayed in the detail tab data fields. • If no, go step 6 or exit screen.
6	CANCEL QUERY	Do you want to cancel the query entered? • If *yes*, select the **Execute Query** button on the tool bar. ***Result:*** The query the record is canceled, the data entered is not saved, and the white data fields turn grey indicating that the fields are protected from update. • If no, go step 5 or exit screen.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected from update.	*This error message is displayed if the user clicks on the greyed data fields that have been downloaded during the interface.* *Downloaded fields are not updateable.*

Vendor Maintenance Screen (PM002)

This section provides information about the Vendor Maintenance Screen (PM002), including

- about the Vendor Maintenance Screen (PM002), and
- using the Vendor Maintenance Screen (PM002)

About the Vendor Maintenance Screen (PM002)

Introduction

This topic provides information about the Vendor Maintenance Screen (PM002), including

- purpose
- when to use
- accessing the Vendor Maintenance Screen (PM002)
- example of the Vendor Maintenance Screen (PM002)
- tasks involved, and
- field description table

Purpose

The Vendor Maintenance Screen (PM002) used to setup and maintain vendor information. The vendor code and type is selected and then specifics are entered about the vendor, such as size and location information.

When to use

The Vendor Maintenance Screen (PM002) screen was modified for ASAP use by adding the Recipient/Requestor field (Recipient or Requestor). The Recipient and Requestor ID numbers are assigned by the Department of the Treasury and are required for ASAP transactions. Use this screen to modify/maintain the Recipient or Requestor ID numbers.

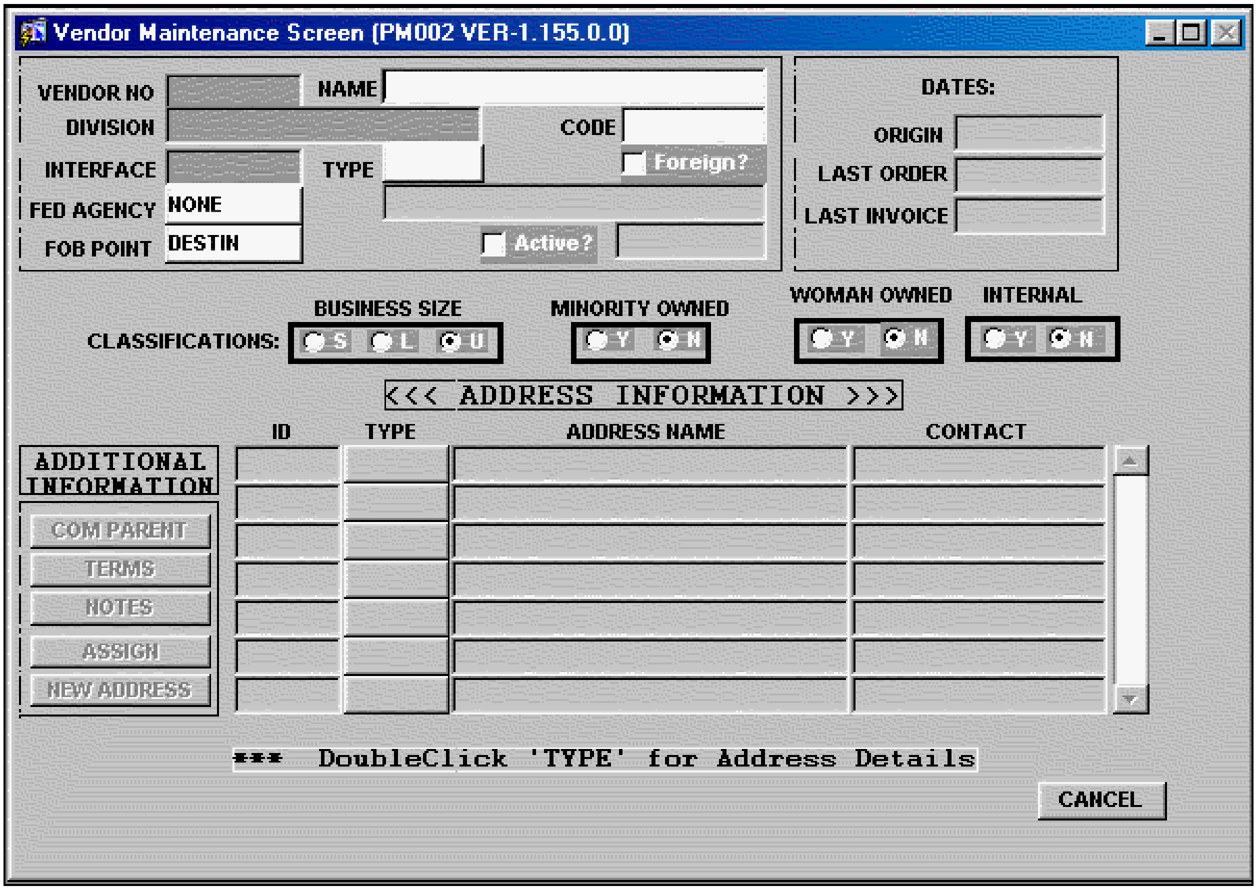
Accessing the Vendor Maintenance Screen (PM002)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Others** folder.
3	Double-click **PM002 – Vendor Maintenance** icon. ***Result:*** The Vendor Maintenance Screen (PM002) is displayed.

Example of the Vendor Maintenance Screen (PM002)

An example of the screen is shown below.



Vendor Maintenance Screen (PM002)

Tasks involved

The following major tasks are accomplished with the Vendor Maintenance Screen (PM002):

- maintain vendor information

Field description table

The following table describes the fields in the Vendor Maintenance Screen (PM002).

Field Description Table		
Field	**Type**	**Description**
VENDOR NO	• required	This field displays the sequential, system-generated vendor number.
NAME	• not required, and • max length = 30	This field displays the name associated with the corresponding vendor number.
DIVISION	• required, and • max length = 25	This is a procurement data element displaying the name associated with the division.

Field Description Table		
VENDOR CODE	• required, and • 9 digit	This field displays the user-defined vendor code assigned to the vendor.
VENDOR INTERFACE	•	
VENDOR TYPE	• required	This field displays the type of vendor (e.g., commercial, employee, etc.). Values are maintained on the Accounting System Code Maintenance Screen (GL021). If ASAP is entered in this field, the Pay Method in the detail block will default to ASAP also.
FOREIGN	• not required, and • indicator flag	This field indicates if the vendor is international. Valid values are "Y" for International and "N" for National. This field normally left blank for grants.
FED AGENCY	• required	A valid Federal Agency Code. This field displays the federal agency code which is normally not used for grants.
FOB	• required	Free On Board. This field is used to enter the point at which title passes for shipping purposes. Valid values are **DESTIN** for Destination and **ORIGIN** for Origin. Defaults to **DESTIN**; not used for grants so default is correct.
ACTIVE	• indicator flag	This flag indicates if the code or value is active and available for use. If field is checked, indicates the vendor is available for use; "If left blank, indicates vendor is not available for use.
DATES: ORIGIN	• required	This field displays the date that the vendor record was created. This field cannot be overridden.
LAST ORDER	• required	This field displays the date when the most recent purchase order was placed with this vendor.
LAST INVOICE	• required	This field displays the date when the most recent invoice was recorded for the vendor.
CLASSIFICATION: BUSINESS SIZE	• radio button	Small Business Classification. This radio button is used to indicate that the vendor is a small business.
BUSINESS SIZE: L	• radio button	Large Business Classification. This radio button is used to indicate that the vendor is a large business.

Field Description Table		
BUSINESS SIZE: U	• radio button	Unknown Business Classification. This radio button is used to indicate that the business size is unknown.
MINORITY OWNED: Y	• radio button	If "Y" (Yes) is selected, this button is used to indicate that the vendor is a minority-owned business.
MINORITY OWNED: N	• radio button	This button is used to indicate whether the vendor is a minority-owned business; defaults to "N" for No.
WOMAN OWNED: Y	• radio button	If "Y" (Yes) is selected, this button is used to indicate that the vendor is a woman-owned business.
WOMAN OWNED: N	• radio button	This button is used to indicate whether the vendor is a woman-owned business; defaults to "N" for No.
INTERNAL: Y	• radio button	This button indicates if the vendor is internal and should be included or excluded for elimination entry purposes. If "Y" for Yes is selected, it indicates that the vendor is a inter-Commerce bureau and should not be included when elimination entries are generated.
INTERNAL: N	• radio button	If "N" for No is selected, it indicates that the vendor is not internal and should follow normal accounting procedures. No is the default value.
CANCEL	• selection button	This selection button is used to clear the entries to all fields in this screen and to close the screen.

Using the Vendor Maintenance Screen (PM002)

Introduction

This topic provides information about using the Vendor Maintenance Screen (PM002), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- maintain vendor information

Maintain vendor information

Follow the steps in the table below to maintain vendor information.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Vendor Maintenance Screen (PM002).
2	VARIOUS FIELDS	• Enter data into desired data fields. ***Result:*** The vendor information data fields are displayed.
3	CLEAR	• Click the **Cance**l selection button once to clear all entries currently on the screen. Note: Entries are not saved!! • Click the **Cancel** selection button again to close the Vendor Maintenance Screen (PM002).

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected from update.	This error message is displayed if the user clicks on the greyed data fields that have been downloaded during the interface. Downloaded fields are not updateable.

Vendor Maintenance Screen ~ Vendor Address Information (PM002)

This section provides information about maintaining vendor information in the ASAP Interface module, including

- about the Vendor Maintenance Screen ~ Vendor Address Information (PM002), and
- using the Vendor Maintenance Screen ~ Vendor Address Information(PM002)

About the Vendor Maintenance Screen ~ Vendor Address Information (PM002)

Introduction

This topic provides information about the Vendor Maintenance Screen ~ Vendor Address Information (PM002), including

- purpose
- when to use
- accessing the Vendor Maintenance Screen ~ Vendor Address Information (PM002)
- example of the Vendor Maintenance Screen ~ Vendor Address Information (PM002)
- tasks involved, and
- field description table

Purpose

The Vendor Maintenance Screen ~ Vendor Address Information (PM002) is used to setup and maintain vendor information.

When to use

The Vendor Maintenance Screen ~ Vendor Address Information (PM002) screen was modified for ASAP use by adding the Recipient/Requestor field (Recipient or Requestor). This screen is used to setup and maintain vendor information.

Accessing the Vendor Maintenance Screen ~ Vendor Address Information (PM002)

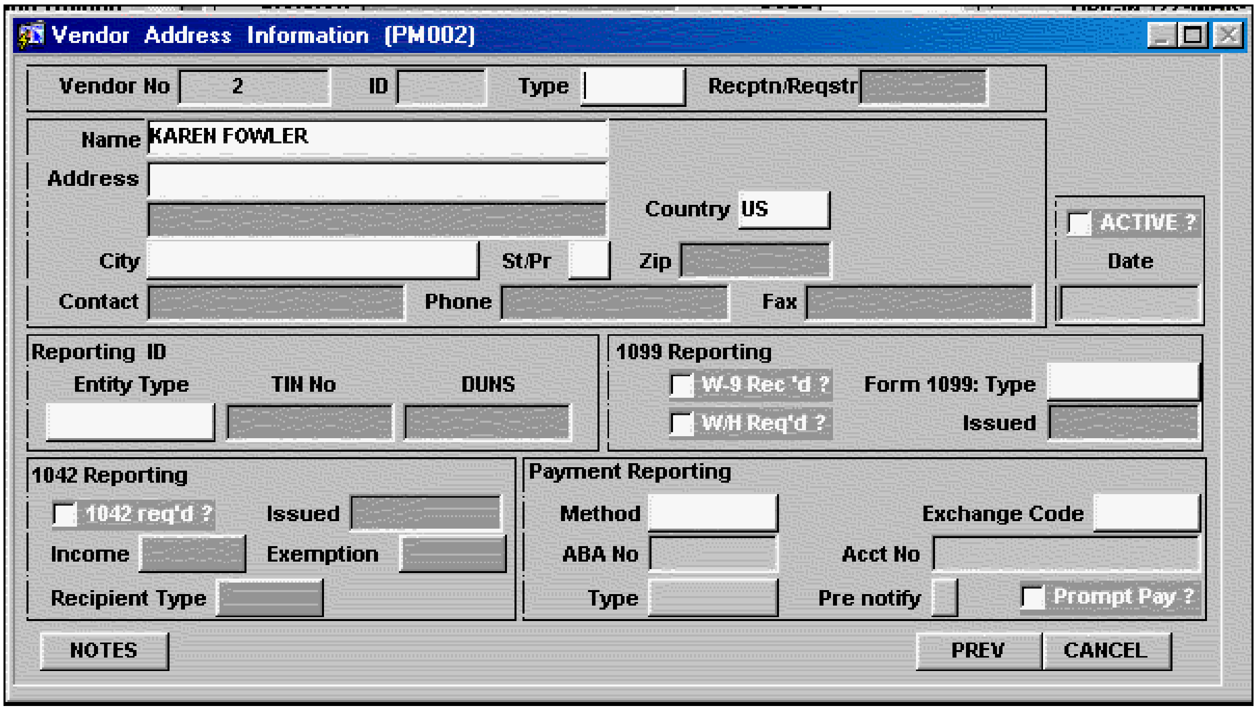
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Others** folder.

3	Double-click **PM002 – Vendor Maintenance** icon. ***Result:*** The Vendor Maintenance Screen (PM002) is displayed.
4	Double click **Type** selection button ***Result:*** The Vendor Maintenance Screen ~ Vendor Address Information (PM002) is displayed.

Example of the Vendor Maintenance Screen ~ Vendor Address Information (PM002)

An example of the screen is shown below.



Vendor Maintenance Screen ~ Vendor Address Information (PM002)

Tasks involved

The following major tasks are accomplished with the Vendor Maintenance Screen ~ Vendor Address Information (PM002):

- maintain vendor information

Field description table

The following table describes the fields in the Vendor Maintenance Screen ~ Vendor Address Information (PM002).

Field Description Table		
Field	**Type**	**Description**

Field Description Table		
VENDOR NO	• displayed • system generated	This is a sequential, system generated vendor number
VENDOR ID	• displayed • system generated	This is a unique system-assigned ID to distinguish the address type record. The numbers are sequential starting with 1.
TYPE	• displayed	This field is used to enter the vendor's bank account type, if applicable. "D" for Demand Checking Account or "S" for Savings Account. This field is required for a payment method of EFT.
RECPNT/REQSTR	• displayed	Recipient/Requestor. This field is used to enter the Recipient or Requestor ID. The ID may manually be entered or selected from the LOV.
NAME	• displayed	This field displays the vendor name populated from the control block. It may be changed if necessary.
ADDRESS	• displayed	These fields are used to enter the vendor's address information.
CITY	• displayed	These fields are used to enter the vendor's address information.
ST/PR	• displayed	These fields are used to enter the vendor's address information.
ZIP	• displayed	These fields are used to enter the vendor's address information.
COUNTRY	• displayed	These fields are used to enter the vendor's address information.
CONTACT	• displayed	This field is used to enter the name of a person who would be a central point of contact.
PHONE	• displayed	This field is used to enter the phone number and extension of the Contact person. This is a 20-character field.
FAX	• displayed	Facsimile. This field is used to enter the FAX number of the Contact person. This is a 20-character field.
REPORTING ID: ENTITY TYPE	• displayed	This is the type of entity used for Form 1099 reporting purposes. Valid values are available using the LOV.

Field Description Table		
TIN NO	• displayed	Taxpayer Identification Number. This is the Social Security number of the vendor if the vendor is an individual or sole proprietor. The TIN is the Federal Employer's Identification Number (FEIN) if the vendor is incorporated.
DUNS	• displayed	This field displays the Dun and Bradstreet commercial identification number for the vendor; used for procurement purposes. If DUNS number is not available enter 999999999.
1099 REPORTING: W-9 REC'D?	• displayed	This flag indicates if a completed W-9 form has been received from this vendor. Valid values are "Y" for Yes and "N" for No.
1099 REPORTING: W/H REQ'D?	• displayed	Withholding Required. The flag indicating if a 1099 withholding amount should be deducted from payments to the vendor. Valid values are "Y" for Yes and "N" for No**.**
FORM1099: TYPE	• displayed	The type of 1099 that should be issued for this vendor. Valid values are available using the LOV.
FORM1099: ISSUED	• displayed	The field displays the last date a Form 1099 was issued to the vendor. The issued date is entered according to information found on the PM080, Payee Form 1099 Transaction Screen. If "NONE" is selected, this field will be skipped.
1042 REPORTING: 1042 REQ'D?	• displayed	This flag indicates if a Form 1042 is required for the vendor. The Form 1042 fields are required only if the vendor's country code is other than "US" (United States). If the vendor's country code is "US", these fields default to "N" for None and cannot be accessed.
1042 REPORTING: INCOME	• displayed	This field is used to enter a valid code that indicates the type of income reported on the Form 1042.
EXEMPTION	• displayed	This field is used to enter the code that indicates the type of exemption authority.
RECIPIENT TYPE	• displayed	This field is used to enter a valid code that indicates the type of 1042 recipient.

Field Description Table		
PAYMENT REPORTING: METHOD	• displayed	This field is used to enter a code that identifies the payment method to be used for this vendor.
EXCHANGE CODE	• displayed	This field is used to enter a valid code for the currency exchange rate for payments to the vendor.
ABA NO	• displayed	American Bankers Association (ABA) Number. This field is used to enter the ABA Number that is a nine-digit number that the Federal Reserve Bank (FRB) uses to identify financial institutions routing information for EFT transactions.
ACCT NO	• displayed	Account Number. The field is used to enter the vendor's bank account number for EFT transactions, if applicable. This field will be skipped if the Pay Method is ASAP.
PRE NOTIFY	• displayed	Pre-notification. The flag indicates if a pre-notification should be sent to the bank, if applicable. Valid values are "P" for Yes and "N" for No. This field will be skipped if the Pay Method is ASAP.
PPA	• displayed	Prompt Pay Act. This flag indicates if the vendor is subject to the terms of the Prompt Payment Act. Valid values are "Y" for Yes and "N" for No**.** ASAP transactions should be set to "N".
NOTEES	• displayed	A 240-character field used to record notes or comments about the vendor. Press F2 to display the input screen.

Using the Vendor Maintenance Screen ~ Vendor Address Information (PM002)

Introduction

This topic provides information about using the Vendor Maintenance Screen ~ Vendor Address Information (PM002), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

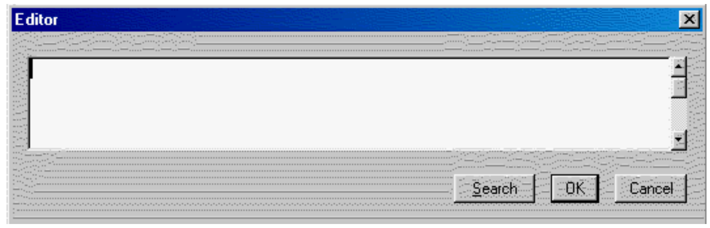
Following are procedures to

- maintain vendor address info

Maintain vendor address info

Follow the steps in the table below to maintain vendor address info.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Vendor Maintenance Screen ~ Vendor Address Information (PM002)
2	TYPE	• Double click the field ***Result:*** LOV is available • Select the appropriate value ***Result:*** The address type is displayed
3	NAME	• Click inside this field and enter or modify the name of the vendor. ***Result:*** The information entered is displayed.
4	ADDRESS	• Click inside these fields and enter the address information. • ***Result:*** The information entered is displayed.

4	NOTES	Do you want to view/enter text notes about this vendor? • If *yes*, click **Notes** screen selection button. ***Result:*** The Vendor Maintenance Screen ~ Vendor Address Information (PM002) is displayed.  Use the **Search** button to search for existing text. Use the **OK** button to select text currently displayed in editor. Use the **Cancel** button to close the editor and return to Vendor Maintenance Screen ~ Vendor Address Information (PM002)
5	PREVIOUS	Use this screen selection button to view the previous address information screen.
6	CANCEL	Use this screen selection button to close the Vendor Maintenance Screen ~ Vendor Address Information (PM002) and return to the Vendor Maintenance Screen (PM002).

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected from update.	This error message is displayed if the user clicks on the greyed data fields that have been downloaded during the interface. Downloaded fields are not updateable.

Bureau Code Maintenance Screen (GL004)

This section provides information about the Bureau Code Maintenance Screen (GL004), including

- about the Bureau Code Maintenance Screen (GL004), and
- using the Bureau Code Maintenance Screen (GL004)

About the Bureau Code Maintenance Screen (GL004)

Introduction

This topic provides information about the Bureau Code Maintenance Screen (GL004), including

- purpose
- when to use
- accessing the Bureau Code Maintenance Screen (GL004)
- example of the Bureau Code Maintenance Screen (GL004)
- tasks involved, and
- field description table

Purpose

The Bureau Code Maintenance Screen (GL004) allows users to modify bureau codes. Agencies that are cross-serviced by the Department of Commerce can be established on this screen by recording a different department code than that recorded for the Department of Commerce for each agency cross-serviced. Bureau code, however, must be unique regardless of the department code. This screen will be used to establish the default Agency Location Code (ALC), Defaults Agency Region Code, and Default ASAP Account Prefix.

When to use

Use the Bureau Code Maintenance Screen (GL004) to enter and maintain valid bureau codes. Agencies that are cross-serviced by the Department of Commerce can be established on this screen by recording a different department code than that recorded for the Department of Commerce for each agency cross-serviced.

Accessing the Bureau Code Maintenance Screen (GL004)

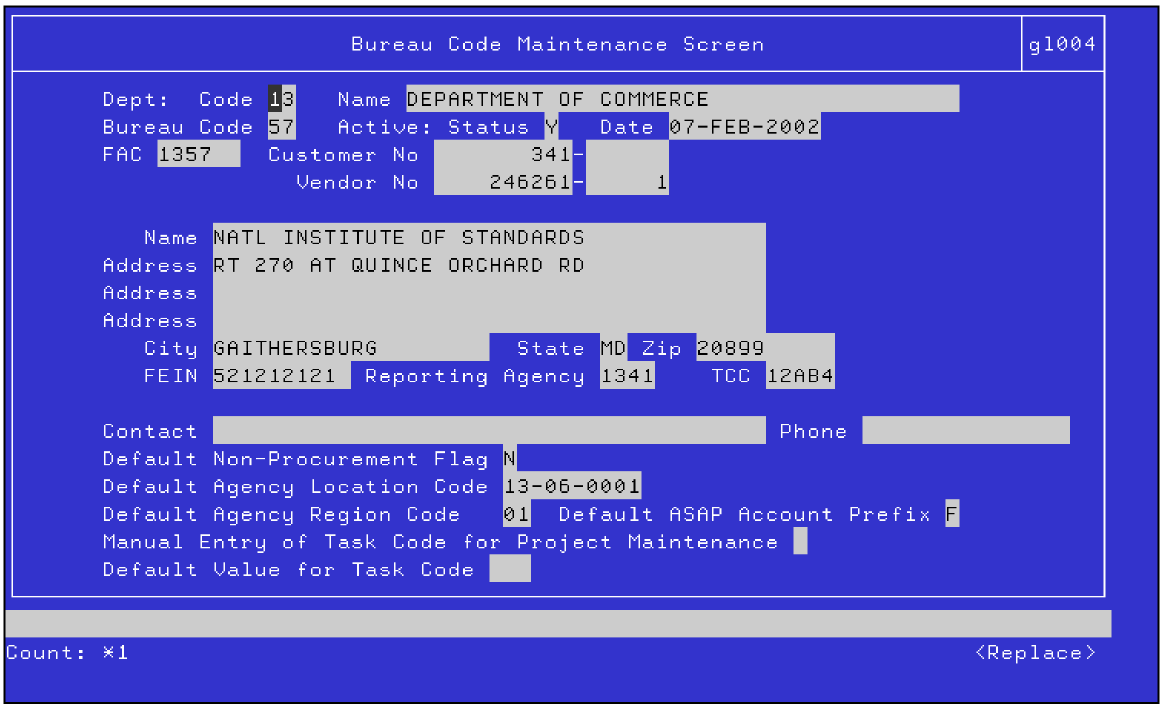
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	Log into the **UNIX Database System**.
2	Once logged into the Unix database system, the **Department of Commerce main menu** is displayed.

3	Select **#17** – QAFTST-Environment QAFTST. ***Result:*** The **Funds Management Transaction Screen** is displayed.
4	Select **GL004** on the left of the screen by using the arrows on the keyboard. ***Result:*** The Bureau Code Maintenance Screen (GL004) is displayed.

Example of the Bureau Code Maintenance Screen (GL004)

An example of the screen is shown below.



Bureau Code Maintenance Screen (GL004)

Tasks involved

The following major tasks are accomplished with the Bureau Code Maintenance Screen (GL004):

- maintain bureau codes

Field description table

The following table describes the fields in the Bureau Code Maintenance Screen (GL004).

Field Description Table		
Field	**Type**	**Description**
DEPT: CODE	• required	Department Code. This field is used to enter the code that uniquely identifies a department or agency
NAME	• required	This field is used to enter the name assigned to the department code.
BUREAU CODE	• required	This field is used to enter the code that uniquely identifies a bureau within the Department of Commerce.
ACTIVE: STATUS	• required	This field is used to enter the status of the record. The flag indicates if the code or value is active and available for use. Valid values are "Y" for Yes and "N" for No; default value is "N".
ACTIVE: DATE	• required	This field is used to enter the effective date for the active status flag. The date defaults to the system date when the Active Status flag is updated.
FAC	• required	Federal Agency Code. This field is used to enter the code to be used when the Department/Bureau interact with other federal agencies.
CUSTOMER NO	• required	Customer Number. This field is used to enter the Cost Allocation Customer Number and Cost Allocation Customer Contact Number associated with the Department/Bureau Code.
VENDOR NO	• required	Vendor Number. This field is used to enter the Cost Allocation Vendor Number and the Cost Allocation Vendor ID associated with the Department/Bureau Code
NAME	• required	This field displays the name of the bureau.
ADDRESS	• required	This field displays the bureau address information.
ADDRESS	• required	This field displays the bureau address information.
ADDRESS	• required	This field displays the bureau address information.
CITY	• required	This field displays the bureau address information.

Field Description Table		
STATE	• required	This field displays the bureau address information.
ZIP	• required	This field displays the bureau address information.
FEIN	• required	Federal Employer Identification Number (FEIN). This field is used to enter the FEIN for this bureau code
REPORTING AGENCY	• required	This field is used to enter the reporting agency code to be used when creating reports.
TCC	• required	Transmitter Control Code (TCC): This field is used to enter the Internal Revenue Service TCC. This is a code assigned to the employer for submitting tapes or transmitting files for 1099 forms.
CONTACT	• not required	This field is used to enter the name of a person who would be a central point of contact.
PHONE	• not required	This field is used to enter the phone number of the Contact person.
DEFAULT NON-PROCUREMENT FLAG	• required	This field is used to enter the default procurement or non-procurement code on the FM041 screen ONLY. This flag should be set to "Y" for a non-procurement action, such as a grant. If the flag is set to "Y", the forms related to procurement will not be required to be completed.
DEFAULT AGENCY LOCATION CODE	• required	This field is used to enter the default agency location code of a client bureau.
DEFAULT AGENCY REGION CODE	• required	This field is used to enter the default agency location code region code of a client bureau.
DEFAULT ASAP ACCOUNT PREFIX	• required	This field displays the default ASAP Account Prefix code of a client bureau. Valid values are "P" for Purchase Order or "F" for Feeder System Number.
MANUAL ENTRY OF TASK CODE FOR PROJECT MAINTENANCE	• required	This field is used to determine if Task Codes for Project Maintenance are to be manually entered or automatically entered. Valid values are "N" for No and "Y" for Yes. Defaults to "N" for No

Field Description Table		
DEFAULT VALUE OF TASK CODE	• required	This field is used to enter the Default Value for Task Codes. Default value is 000.

Using the Bureau Code Maintenance Screen (GL004)

Introduction

This topic provides information about using the Bureau Code Maintenance Screen (GL004), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- maintain bureau codes

Maintain bureau codes

Follow the steps in the table below to maintain bureau codes.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Bureau Code Maintenance Screen (GL004)
2	BUREAU CODE	Do you want to enter bureau code? • If *yes*, enter valid bureau code. ***Result:*** Bureau code is displayed.
3	VARIOUS FIELDS	Modify related bureau code values in desired data fields. Once the bureau code is selected, the records are displayed in the data fields.

Troubleshooting and error messages

There are no error messages associated with this screen.

Agency Location Code Maintenance Screen (GL060)

This section provides information about the Agency Location Code Maintenance Screen (GL060), including

- about the Agency Location Code Maintenance Screen (GL060), and
- using the Agency Location Code Maintenance Screen (GL060)

About the Agency Location Code Maintenance Screen (GL060)

Introduction

This topic provides information about the Agency Location Code Maintenance Screen (GL060), including

- purpose
- when to use
- accessing the Agency Location Code Maintenance Screen (GL060)
- example of the Agency Location Code Maintenance Screen (GL060)
- tasks involved, and
- field description table

Purpose

The Agency Location Code Maintenance Screen (GO060) allows the user to establish and maintain agency location codes. This screen will also be used to enter the default or pseudo American Bankers Association Number (ABA No). The Pseudo ABA Number is a nine-digit number that the Federal Reserve Bank (FRB) uses to identify financial institutions. In order for the FRB to route reports to ASAP users' Fedline terminals or mainframe connections, the FRB assigns pseudo ABAs to make the users "look like" a financial institution to the FRB. This is a required entry for ASAP.

When to use

Use the Agency Location Code Maintenance Screen (GO060) to modify agency location codes.

Accessing the Agency Location Code Maintenance Screen (GL060)

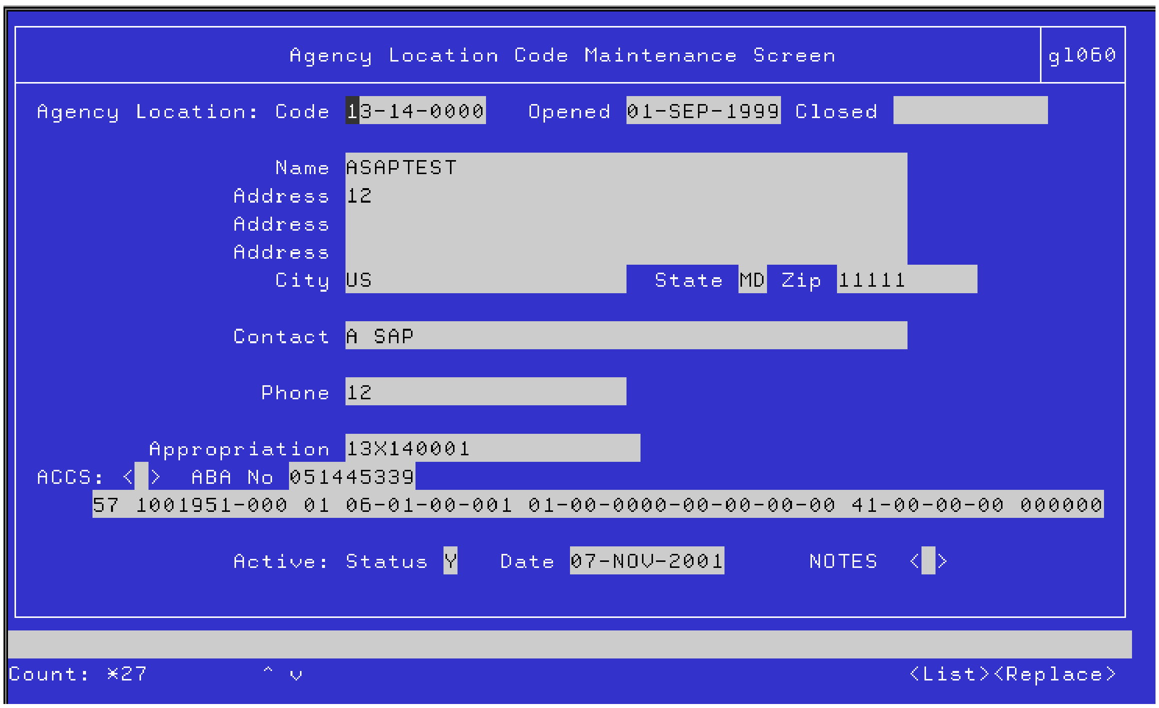
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	Log into the **UNIX Database System**.
2	Once logged into the Unix database system, the **Department of Commerce main menu** is displayed.

3	Select **#17** – QAFTST-Environment QAFTST. ***Result:*** The **Funds Management Transaction Screen** is displayed.
4	Select **GL060** on the left of the screen by using the arrows on the keyboard. ***Result:*** The Agency Location Code Maintenance Screen (GL004) is displayed.

Example of the Agency Location Code Maintenance Screen (GL060)

An example of the screen is shown below.



Agency Location Code Maintenance Screen (GL060)

Tasks involved

The following major tasks are accomplished with the Agency Location Code Maintenance Screen (GL060):

- maintain agency location codes

Field description table

The following table describes the fields in the Agency Location Code Maintenance Screen (GL060).

Field Description Table		
Field	**Type**	**Description**
AGENCY LOCATION CODE	• required	This field displays the user-defined agency location code (ALC) assigned by the Treasury.
OPENED	• required	This field is used to enter the date the agency location code was assigned by Treasury.
CLOSED	• required	This field is used to enter the date the agency location code was closed by Treasury.
NAME	• required	This field is used to display the agency name.
ADDRESS	• required	This field is used to display the agency address information.
CITY	• required	This field is used to display the agency address information.
STATE	• required	This field is used to display the agency address information.
ZIP	• required	This field is used to display the agency address information.
CONTACT	• required	This field displays the name of a person who would be a central point of contact.
PHONE	• required	This field displays the telephone number of the Contact person.
APPROPRIATION	• required	This field displays the full appropriation symbol for this fund.
ACCS	• required	Accounting Classification Code Structure (ACCS). This filed displays the individual elements (e.g., bureau, project-task, fund, program, organization, object class, and user-defined) making up the account classification code structure that is used to record the general ledger impact (i.e., debits and credits) for the transaction.
ABA NO	• required	American Bankers Association (ABA) Number. This field displays the Pseudo ABA Number that is a nine-digit number that the Federal Reserve Bank (FRB) uses to identify financial institutions.
ACTIVE: STATUS	• required	This field is used to enter the status of the record. The flag indicates if the code or value is active and available for use. Valid values are "Y" for Yes and "N" for No; default value is "N".

Field Description Table		
ACTIVE: DATE	• required	This field displays the current system generated date and will change if changes are made to the status.
NOTES	• required	This 240-character field displays notes or comments about the ALC. Press F2 to display the input screen.

Using the Agency Location Code Maintenance Screen (GL060)

Introduction

This topic provides information about using the Agency Location Code Maintenance Screen (GL060), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to be completed before beginning this procedure.

Procedures

Following are procedures to

- maintain agency location codes

Maintain agency location codes

Follow the steps in the table below to maintain agency location codes.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Agency Location Code Maintenance Screen (GL060)
2	AGENCY LOCATION CODE	Do you want to edit agency location code? • If *yes*, click in field and enter valid 8 digit code. ***Result:*** The agency location code is displayed.
3	VARIOUS FIELDS	The agency location code detail is displayed in the related data fields.

Troubleshooting and error messages

There are no error messages associated with this screen.

Establish Obligation

Overview

Introduction

This chapter provides information about establishing obligations using the ASAP Interface module, including

- purpose
- in this part, and
- additional resources

Purpose

The purpose of this chapter is to provide

- an overview of Establish Obligation
- descriptions of task-related user screens
- procedures for completing each of the user screen, and
- guidance for troubleshooting and error messages

In this part

This part contains the following sections:

Process workflow and stages

Establish Obligation

Establish obligation

Purchase Order Screen (FM041)
Documents Requiring Approval Screen (WF002)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

For …	Refer to …
government accounting information	DoC Accounting Principles and Standards Handbook
the Financial Management Services ASAP Homepage	http://www.fms.treas.gov/asap/
the Treasury Finance Manual	http://www.fms.treas.gov
overview of ASAP	http://www.treas.gov/asap/asapoverview.htm
Interagency Electronic Grants Committee	http://www.iaegc.gov

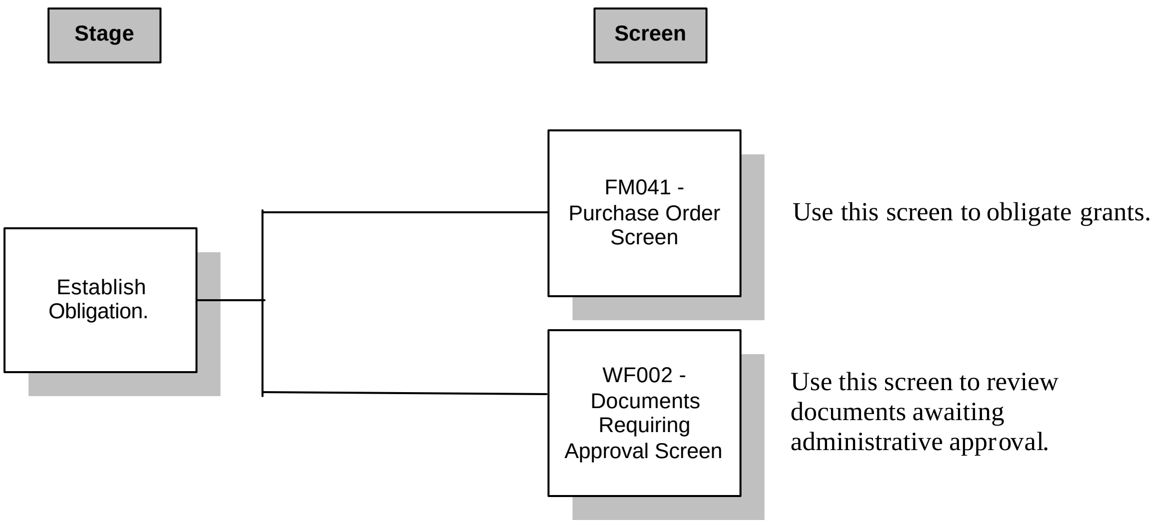
Establish Obligation

This section provides information about the Establish Obligation process, including

- process workflow, illustrating the high level flow, and
- process stages, describing each stage in the process.

Process workflow

The workflow model below presents a high-level overview of the Establish Obligation process.



Process stages

The table below describes what happens in each of the stages of the Establish Obligation process.

Process Stages	
Stage	**Description**
1	Are there documents that resulted in an obligation? When yes, record information on document. • When no, go to next stage.
2	Are there grants to be obligated? When yes, record grants to be obligated. When no, go to next step.
3	Are there outstanding grant obligations awaiting approval? When yes, Get approval. When no, stop.

Purchase Order Screen (FM041)

This section provides information about Purchase Order, including

- about the Purchase Order Screen (FM041), and
- using the Purchase Order Screen (FM041)

About the Purchase Order Screen (FM041)

Introduction

- This topic provides information about the Purchase Order Screen (FM041), including
- purpose
- when to use
- accessing the Purchase Order Screen (FM041)
- example of the Purchase Order Screen (FM041)
- tasks involved, and
- field description table

Purpose

The purpose of the Purchase Order Screen (FM041) is to view and modify documents that result in an obligation.

When to use

Use the Purchase Order Screen (FM041) to view and modify documents that result in an obligation.

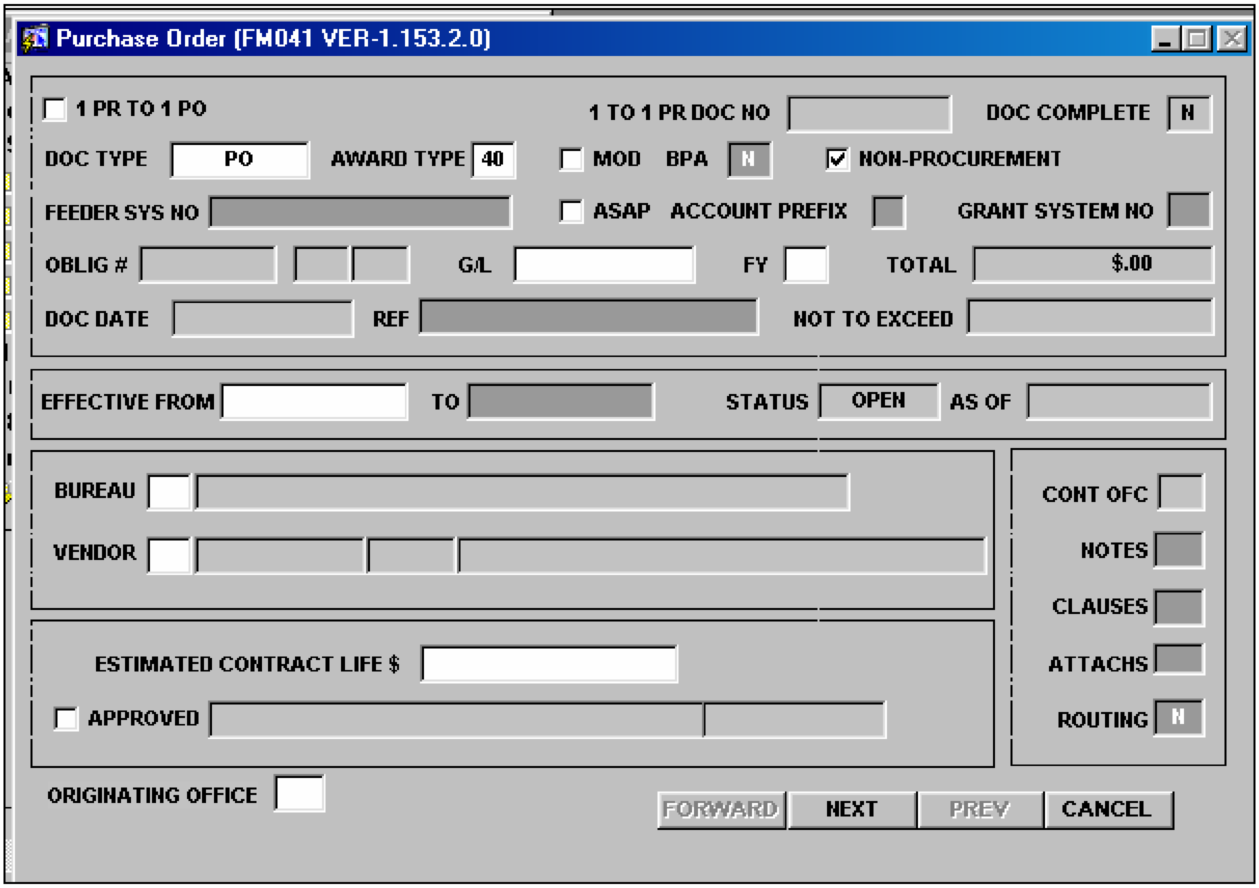
Accessing the Purchase Order Screen (FM041)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click the **ASAP Interfacing System** folder.
2	Click the **Others** folder.
3	Double-click **FM041 – Purchase Order** icon. ***Result:*** The Purchase Order Screen (FM041) is displayed.

Example of the Purchase Order Screen (FM041)

An example of the screen is shown below.



Purchase Order Screen (FM041)

Tasks involved

The following major tasks are accomplished with the Purchase Order Screen (FM041):

- view and modify obligations

Field description table

The following table describes each of the fields on the Purchase Order Screen (FM041).

Field Description Table		
Field	**Type**	**Description**
1PR TO 1 PO	required LOV	This field allows the user to incorporate the entire document from the FM030, On-Line Request for Products and Services Screen. This field can be clicked to display a LOV of Purchase Requests. Every item and MDL from the Purchase Request will be pulled into the FM041.

1 TO 1 PR DOC NO	system generated	This field is automatically updated by the system based upon the selection in the 1 PR to 1 PO field.
DOC COMPLETE	system generated	This field is automatically updated by the system and indicates whether or not the purchase order is complete. The valid values are "Y" for Yes and "N" for No.
DOC TYPE	required LOV	Use this field to select a valid code indicating the type of obligation transaction (e.g. PO, GRANT). A LOV provides valid codes that can be selected. If this is an ASAP transaction, the Type may vary according to bureau designation. Valid values are "Y" for Yes and "N" for No.
AWARD TYPE	required LOV	Use this field to select a valid award type. A LOV provides valid types that can be selected. If this is an ASAP transaction, the Type may vary according to bureau designation.
MOD	required	Modification to Order. This flag indicates if this is a change to the original or preceding order. Valid values are "Y" for Yes and "N" for No.
BPA	required	BPA means Blanket Purchase Agreement. This field displays an association with a BPA. Defaults to "N" for no association with a BPA. If there is an association with a BPA, this field should be changed to "Y" for Yes.
NON-PROCUREMENT	required LOV	This field is used to suppress the SF-281 PO Reporting Information or the CD-409 Individual Contract Action forms that are used in the procurement process. The default value is set on the GL004 screen. A check mark indicates that the forms should be suppressed.
FEEDER SYS NO	optional	This is a number that can be entered manually referencing a Feeder System Number or automatically entered if an interface is developed. (Although this field is greyed out, information can still be entered).
ASAP	required	This field indicates if the obligation document is for an ASAP transaction. A check mark indicates that it is and a blank field indicates that it is not an ASAP related transaction.

ACCOUNT PREFIX	required LOV	This is an ASAP related field that indicates what the first character of the account number created on the ASAP Account Management Screen (SPDG003) will be. "P" indicates that the obligation number will be used and "F" indicates that the Feeder System number will be used. The default value is set on the GL004 Bureau Code Maintenance Screen in the Default ASAP Account Prefix field. The field on this screen is changeable using the LOV but defaults to "P" if no Feeder System Number is present. This field is accessible only if the ASAP flag is checked.
GRANT AMEND NO	optional	Displays the grant amendment number of the purchase order.
OBLIG #	required system generated	This field displays the obligation assigned by the system. Upon the creation of an obligation document, this field is bypassed and is automatically filled in by the system when the document is committed. If a change order is being entered, the user must enter the previously assigned Oblig # or press the Home key to display a LOV of valid obligation numbers. The second and third Oblig # fields will automatically be generated depending upon the number of changes made to this document.
GL DATE	required LOV DD-MM-YYYY format	This field displays the general ledger end date. Value defaults to the current general ledger period but can be changed using the LOV.
FY	required YY format	This field displays the fiscal year of the obligation document. Value defaults to the current fiscal year, but may be changed.
TOTAL	system generated	Displays the total document value that represents the total dollar value of all line items entered.
DOC DATE	system generated DD-MM-YYYY format	This field defaults to the current date.
REF	optional	This field is used to enter the source reference document and is manually entered, if applicable. This field is greyed out, but information can still be entered.

NOT TO EXCEED	required (Only if BPA is selected)	This field is used for Blanket Purchase Agreement (BPA) and sets the dollar limit that BPA calls may not exceed. This field is updateable if BPA is selected.
EFFECTIVE FROM TO	optional DD-MM-YYYY format	Displays the effective date range of the document. The first field defaults to the current date, but can be modified.
STATUS	field is Read-only system generated DD-MM-YYYY format	This field displays the status of the document. This field defaults to "Open" for new transactions and cannot be accessed. Documents that have been disapproved on the Documents Requiring Approval Screen (WF002) will have the status updated to "Cancel." For documents that have been liquidated or closed through and administrative modification, the status will be "Closed." The adjacent **"As Of"** field will be automatically populated in with the date of the action.
AS OF	system generated	Automatically displays the status date of the document meaning whether it is open or closed (as described in the "Status" field).
BUREAU	required LOV	Displays the code that identifies a bureau. The default value is set on the GL004 Bureau Code Maintenance Screen.
VENDOR	required LOV	This field is used to record information about the vendor for the obligation document in the Vendor Address and Shipping Data section of the Purchase Order Transaction Screen (FM040), which is used to input data related information.
ESTIMATED CONTRACT LIFE $	optional	This field is used to record the estimated total amount of the contract.
APPROVED	required system generated	Indicates whether the document has passed all system edits and applicable debits and credits have been recorded in the general ledger.
ORIGINATING OFFICE	required	This field provides the two character designation of the originating office. This is the office that is associated with creating the purchase order.

Using the Purchase Order Screen (FM041)

Introduction

This topic provides information about using the Purchase Order Screen (FM041), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, you will need the following:

- an existing obligation.

Procedures

Following are procedures to

- view and modify an obligation

View/modify obligations
Follow the steps in the table below to view and modify an obligation.

Procedure Table		
Step	**Field**	**Action**
1		Access the Purchase Order Screen (FM041).
2	1 PR TO PO	Click inside the field. ***Result:*** A LOV of open Purchase Request is displayed. Select a document. ***Result:*** The selected document is displayed.
3	1 TO 1 PR DOC NO	This field is automatically filled in by the system.
4	DOC COMPLETE	This field is automatically updated with "Y" or "N"
5	DOC TYPE	Click inside the field and select a code from the list. ***Result:*** The code selected is displayed.
6	AWARD TYPE	Click inside the field and select a code from the list. ***Result:*** The code selected is displayed.
7	MOD	Click inside the field and select a value (Y or N). ***Result:*** The value selected is displayed.
8	BPA	Click inside the field and select "Y" for Yes or "N" for No. ***Result:*** The selection is displayed.
9	NON-PROCUREMENT	Click inside the field and select "P" or "F" ***Result:*** The selection is displayed.
10	FEEDER SYS NO	Click inside the field and type the number. The number is automatically entered by the system if an interface is developed. ***Result:*** The number is displayed.

11	ASAP	Click inside the field and select check mark to indicate if ASAP related ***Result:*** The check mark is displayed.
12	ACCOUNT PREFIX	Click inside the field and select "P" or "F" ***Result:*** The selection is displayed.
13	GRANT AMEND NO	Click inside the field and enter the number ***Result:*** The number is displayed.
14	OBLIG #	The obligation number is automatically displayed by the system.
15	GL	Click inside the field and enter the GL number ***Result:*** The number is displayed.
16	FY	Click inside the field and enter the fiscal year. ***Result:*** The year is displayed.
17	TOTAL	Click inside the field and enter the total amount of the document value ***Result:*** The amount is displayed.
18	DOC DATE	Click inside the field and enter the document date. ***Result:*** The date is displayed.
19	REF	Click inside the field and enter the source reference. ***Result:*** The information is displayed.
20	NOT TO EXCEED	Click inside the field and enter the dollar amount. ***Result:*** The amount is displayed.
21	EFFECTIVE FROM TO	Click inside the field and enter the date range ***Result:*** The dates are displayed.
22	STATUS	This field is automatically generated by the system.
23	AS OF	This field is automatically filled in by the system.
24	BUREAU	Click inside the field and enter the bureau code. ***Result:*** The code is displayed.
25	VENDOR	Click inside the field and enter the vendor information ***Result:*** The information is displayed.
26	ESTIMATED CONTRACT LIFE $	Click inside the field and enter the contract amount. ***Result:*** The amount is displayed.
27	APPROVED	This filed is automatically filled in by the system
28	ORIGINATING OFFICE	Click inside the field and enter the code. ***Result:*** The code is displayed.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**

Field is protected against update.	This error message will appear if the user double clicks on the greyed field.
Non-ASAP Vendor ID must be changed.	This error message will appear when the ASAP field is clicked.

Documents Requiring Approval Screen (WF002)

This section provides information about Documents Requiring Approval, including

- about the Documents Requiring Approval Screen (WF002), and
- using the Documents Requiring Approval Screen (WF002)

About the Documents Requiring Approval Screen (WF002)

Introduction

This topic provides information about the Documents Requiring Approval Screen (WF002), including

- purpose
- when to use
- accessing the Documents Requiring Approval Screen (WF002)
- example of the Documents Requiring Approval Screen (WF002)
- tasks involved, and
- field description table

Purpose

The purpose of the Documents Requiring Approval Screen (WF002) is to review obligation documents awaiting administrative approval and, if applicable, record approval.

When to use

Use the Documents Requiring Approval Screen (WF002) to review documents awaiting administrative approval.

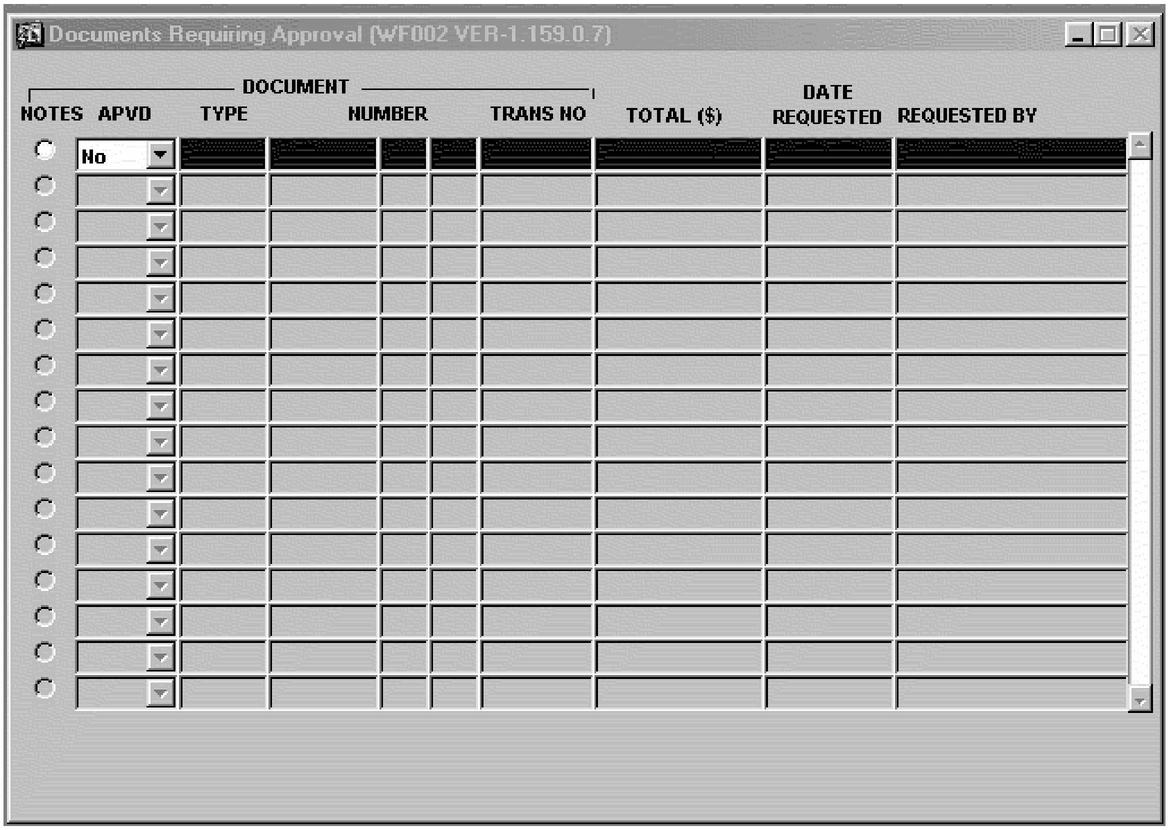
Accessing the Documents Requiring Approval Screen (WF002)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click the **ASAP Interfacing System** folder.
2	Click the **Others** folder.
3	Double-click **WF002 Document Approval** icon. ***Result:*** The Documents Requiring Approval Screen (WF002) is displayed.

Example of the Documents Requiring Approval Screen (WF002)

An example of the screen is shown below.



Documents Requiring Approval Screen (WF002)

Tasks involved

The following major task is accomplished with the Documents Requiring Approval Screen (WF002):

- approve documents.

Field description table

The following table describes each of the fields on the Documents Requiring Approval Screen (WF002).

Field Description Table		
Field	**Type**	**Description**
NOTES	optional for approved "Y" mandatory for disapproved "N"	This field is used to record notes or comments about a document and the reason it has been disapproved. When a document has been disapproved, it is mandatory that a reason for disapproval be recorded. Also, when a document is disapproved, the general ledger impact is automatically reversed and a message is sent to the document creator. This field is optional for approved documents.

APVD	required	This field is used to indicate whether or not the document is approved. The valid values are "Y" for Yes and "N" for No.
TYPE	required system generated	Displays the type of document that is awaiting approval, for example GRANT fro grant, PO for purchase order, etc.
NUMBER	required	This field displays the document number.
TRANS NO	required system generated	Displays the transaction number of the document awaiting approval.
TOTAL $	system generated read only	Displays the total dollar amount of the document to be approved.
DATE REQUESTED	required system generated DD-MM-YYYY format	Displays the date the requestor approved the document.
REQUESTED BY	required	This field displays the name of the person who entered the document for approval.

Using the Documents Requiring Approval Screen (WF002)

Introduction

This topic provides information about using the Documents Requiring Approval Screen (WF002), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, you will need the following:

- a document that is awaiting approval.

Procedures

Following are procedures to

- review documents for approval.

Review documents for approval

Follow the steps in the table below to review documents for approval.

Procedure Table		
Step	**Field**	**Action**

1	N/A	**Note: The following fields on this screen are automatically displayed.** APVD, Type, Number, Trans No, Total $, Date Requested, and Requested by.
2	NOTES	The information in this field can be modified.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update	This error message will appear if the user double clicks on the greyed field.

Establish Account Profile/Authorization

Overview

Introduction

This chapter provides information about setting up and managing ASAP accounts (for the federal bureaus issuing grants) and about releasing account data and grant authorizations for those accounts to the FRBR, including

- purpose
- in this part
- additional resources

Purpose

The ASAP account information you establish and manage with this process provides the basis for most ASAP transactions. This information includes a full description of both the account and the grant, a list of the grant and PO line items (including their individual priorities for posting transactions), and the release information for accounts and grant authorizations. The ASAP Account Management Screen (SPDG003) provides the basis for this information, much of which is automatically generated by the ASAP Interface when a grant is approved. The other two principal screens discussed in this chapter (SPDG200 and SPDG201) are used on an exception basis, as outlined in their respective sections.

In this part

This part contains the following sections after this overview:

Maintain and release account and grant authorization information

- Establish Account Profile/Authorization
- ASAP Account Management Screen ~ Control Section (SPDG003)
- ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003)
- ASAP Account Management Screen ~ Account Profiles Tab (SPDG003)
- ASAP Account Management Screen ~ Authorizations Tab (SPDG003)

Manually upload profile and authorization data, if necessary

- Account Profile & Authorization Uploading Screen (SPDG200)
- Account Profile & Authorization Uploading Screen ~ Detail Screen Selection Button ~ Account Profile & Authorization File Detail (SPDG200)

Download reports

- ASAP Agency Report Downloading Screen (SPDG201)

- ASAP Agency Report Downloading Screen ~ Detail Screen Selection Button ~ Account Receivable System (SPDG201)

Additional resources

For Department of Commerce and financial information, refer to the following references:

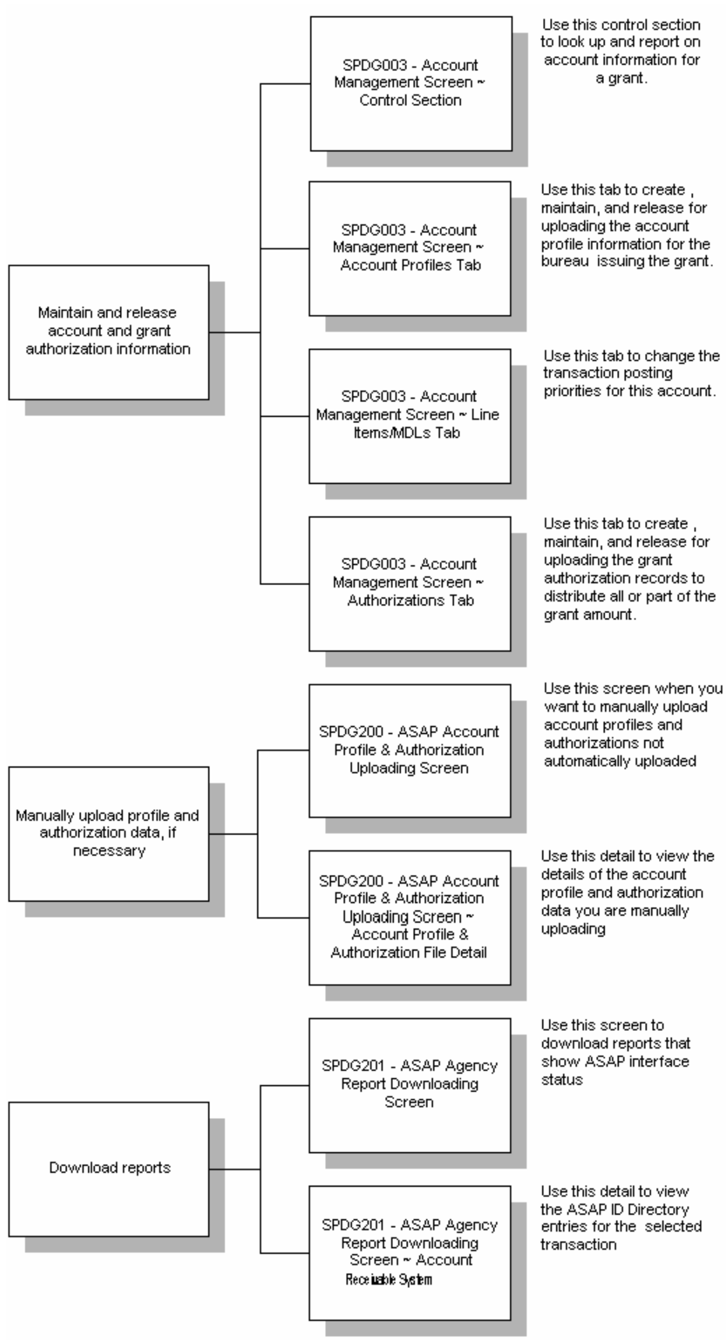
For ...	Refer to ...
government accounting information	*DoC Accounting Principles and Standards Handbook*
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
the Treasury Finance Manual	www.fms.treas.gov
the Department of Commerce Homepage	www.osec.doc.gov
the CAMS Homepage	www.camsic.osec.doc.gov
overview of ASAP	www.fms.treas.gov/asap/asapoverview.htm
Interagency Electronic Grants Committee	www.iaege.gov
Information on CA$HLINK	www.fms.treas.gov/cashlink

Establish Account/Profile Authorization

This section provides information about the Establish Account Profile/Authorization process, including

- process workflow
- process stages

Process workflow



Process stages

The table below describes each stage of the Account Profile/Authorization process.

Process Stages	
Stage	**Description**
1	Is there an approved purchase order for a federal grant? If *yes*, look up and complete the account profile information for the federal bureau issuing the grant, and then release for uploading when ready. If *no*, wait for the purchase order approval on the Documents Requiring Approval Screen (WF002) before proceeding with this stage.
2	Do you need to change the transaction posting priorities for line items associated with this account? (The default priority is "1", the highest priority.) If *yes*, change the priority field for grant or PO Line Items. If *no*, go to Stage 3.
3	Do you want to authorize the release of all or a portion of the grant money? • If *yes*, complete the authorization record and release for uploading when ready. • If *no*, go to Stage 4.
4	Did an interface file transmission fail or do you prefer to manually upload profiles and authorizations? • If *yes*, manually upload the profile and authorization data to the FRBR • If *no*, stop
5	Did you manually upload profiles and authorizations? If *yes*, review the acknowledgements and post the ASAP ID entries If *no*, stop

ASAP Account Management Screen ~ Control Section (SPDG003)

This section provides information about looking up, reporting on, and accessing the details for an ASAP account, including

- about the ASAP Account Management Screen ~ Control Section (SPDG003)
- using the ASAP Account Management Screen ~ Control Section (SPDG003)

About the ASAP Account Management Screen ~ Control Section (SPDG003)

Introduction

This topic provides information about the ASAP Account Management Screen ~ Control Section (SPDG003), including

- purpose
- when to use
- accessing the screen
- example of the screen
- tasks involved
- field description table

Purpose

The ASAP Account Management Screen ~ Control Section (SPDG003) contains control information for an approved federal grant, most of this information having been system-generated from the approved purchase order associated with the grant. You can use this section to look up and report on that account information and also to complete or update certain fields (that are required for the associated account profile to be complete).

When to use

When there is an approved purchase order for a federal grant, use the ASAP Account Management Screen ~ Control Section (SPDG003) to look up and report on the account information.

Accessing the ASAP Account Management Screen ~ Control Section (SPDG003)

Follow the steps in the table below to access the ASAP Account Management Screen ~ Control Section (SPDG003).

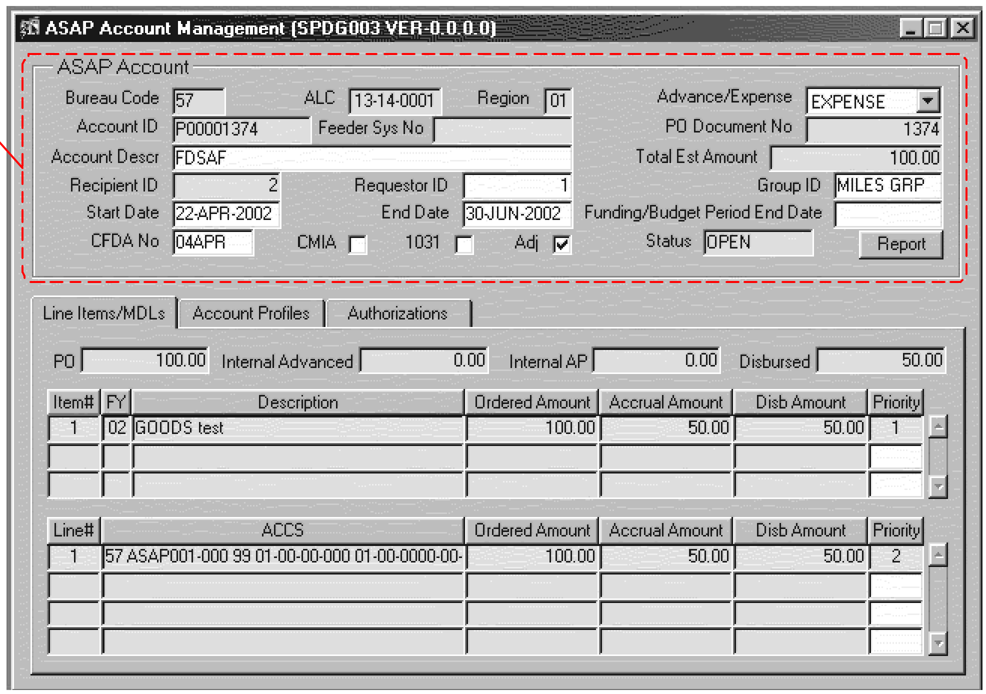
Accessing the screen	
Step	**Action**

1	From the CAMS Navigator window, double-click the **ASAP Interfacing System** folder to open the folder.
2	Double-click the **Transaction and Lookup** folder to open the folder.
3	Double-click the **SPDG003 - Account Management** item. **Result:** The ASAP Account Management Screen (SPDG003) opens. The Control Section is part of this screen, as shown in the example below.

Example of the screen

Following is an example of the ASAP Account Management Screen ~ Control Section (SPDG003).

Control Section of the ASAP Account Management Screen (SPDG003)



ASAP Account Management Screen (SPDG003)

Tasks involved

Following are the major tasks accomplished with this control section:

- Completing/updating the account profile
- Retrieving/viewing ASAP records
- Requesting the ASAP Account Profile & Authorization Report (SPDG110)

Field description table

The following table describes the fields in the ASAP Account Management Screen ~ Control Section (SPDG003).

Note: All fields can be updated except for those marked as *display-only*. If a field must be completed in order for the Profile to be complete, it is marked as *required*.

Field Description Table		
Field	Type	**Description**
BUREAU CODE	display-only	The code for the federal agency issuing the grant.
ALC	display-only	Agency Location Code. The funding agency to be charged or for a grant's transactions.
REGION	display-only	The Region Code provides the ability to group transactions at a lower level than the bureau. Some bureaus have multiple regions and want to record the transactions at this level. If a region code is going to be used, it must be submitted to the FRBR in writing when initially registering for ASAP.
ADVANCE/EXPENSE	required LOV	This field designates how the grant will be handled for accounting purposes. Designate the grant type as an ADVANCE or EXPENSE for transaction processing. This grant type selection will vary by bureau. ***Note:*** If you select ADVANCE, you will be able to apply the advance when expense reports are received.
ACCOUNT ID	display-only primary key	Used when the grant is established in ASAP. The first position contains either a "P" indicating the CFS-generated purchase order number, or an "F" indicating a feeder system number, was used for this ID. This number is set up with the Bureau Code Maintenance Screen (GL004) and, as the primary key, is the only field you would need to know to look up all of the records for this ASAP account.
FEEDER SYS NO	display-only system-generated	Feeder System Number. The Feeder System Number is a unique document number generated by another system, normally a grants management system.

PO DOCUMENT NO	display-only system-generated	Purchase Order Document Number. A unique number generated from the grant obligation.
ACCOUNT DESCR	required free-form	Account Description. Use this field to record specific information related to the grant.
TOTAL EST AMOUNT	display-only system-generated	Total Estimated Amount. The total obligation amount less any internally disbursed amounts from that amount (if any).
RECIPIENT ID	display-only	This ID of the organization receiving the grant is taken from the approved purchase order.
REQUESTOR ID	required LOV	This ID of the organization requesting the grant is taken from the approved purchase order. The recipient and requestor may be the same entity (having the same ID).
GROUP ID	alphanumeric	An ID you can assign to facilitate the process of retrieving account data.
START DATE	DD-MMM-YYYY	The date used to designate when the grant period starts. No transactions may occur prior to this date.
END DATE	DD-MMM-YYYY	The date used to designate when the grant period ends. If an end date is designated, no payment request transactions will be processed the day following the end date (but the status on this screen will still show OPEN). You can modify the end date to a date in the future or remove the date completely and send the record to ASAP.
FUNDING/BUDGET PERIOD END DATE	DD-MMM-YYYY	You can record the last date the Recipient may incur expenses related to a program. This date does not stop payment requests from being approved and processed.
CFDA NO	alphanumeric	The Catalog of Federal Domestic Assistance (CFDA) number associated with the grant. Enter only if the grant is related to the CFDA.
CMIA	checkbox	Check this box only if the Cash Management Improvement Act (CMIA) covers the grant.
1031	checkbox	Check this box if payment requests against the account may be initiated by a 1031 wire message (request for federal funds) from an authorized financial institution; leave blank if not allowed.

ADJ	checkbox	Adjustment Flag. Indicates if you will allow requestors to use the Book Entry Adjustment capability to correct the posting of withdrawals made from an incorrect account. The requestor will make an adjustment that nets to zero by decreasing the correct account balance and increasing the incorrect account balance. Check to allow; leave blank if not allowed. Typically, this block should be checked.
STATUS	display-only	The status of the ASAP grant is either OPEN or CLOSED. It is automatically Open when you create an account record.
REPORT	button	Click for requesting the ASAP Account Profile & Authorization Report (SPDG110)

Using the ASAP Account Management Screen ~ Control Section (SPDG003)

Introduction

This topic provides information about using the ASAP Account Management Screen ~ Control Section (SPDG003) including

- before you begin
- procedures
- troubleshooting and error messages

Before you begin

- The associated purchase order document must have been approved via the Documents Requiring Approval Screen (WF002).

Procedures

Following are procedures for

- Completing/updating the account profile
- Retrieving/viewing ASAP records
- Requesting the ASAP Account Profile & Authorization Report (SPDG110)

Completing/updating the account profile

Procedure Table		
Step	**Field**	**Action**
1	N/A	Accessing the ASAP Account Management Screen ~ Control Section (SPDG003)
2	PO DOCUMENT NO	Enter the PO Document Number established with the Purchase Order Screen (FM041) to retrieve the account record.
3	VARIOUS	Complete the fields, as appropriate, making sure to complete the required fields (the Account Desc and Requestor ID). You can also create or update the Group ID, Start Date, End Date, Funding/Budget Period End Date, CFDA No, CMIA,1031, and Adj fields.

Retrieving/viewing ASAP records

Procedure Table		
Step	**Field**	**Action**
1	N/A	Accessing the ASAP Account Management Screen ~ Control Section (SPDG003)

2	VARIOUS	Conduct a query to look up the record(s) you want to see.
3	Screen tabs	Click any of the three screen tabs, as required, to view Line item/MDL, Account profile, or Authorization records for the record(s) you retrieved

Requesting the ASAP Account Profile & Authorization Report (SPDG110)

Procedure Table		
Step	**Field**	**Action**
1	N/A	Accessing the ASAP Account Management Screen ~ Control Section (SPDG003)
2	VARIOUS	Conduct a query to look up the record(s) you want to see.
3	REPORT button	Click the **Report** button to open the ASAP Account Profile & Authorization Report parameters Screen (SPDG110) ***Result:*** The fields in this screen will already be completed, based on your query.
4	RUN button	Click the **Run** button to generate the report. ***Result:*** The Account Profile & Authorization Report (SPDG110) will display in PDF format on your PC screen.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Begin date must be less than end date	Enter the date when the grant period starts in the Start Date field. It must be a date before the End Date occurs.
Account description must be entered before creating a profile	Enter the Account description.
Recipient ID must exist before creating a profile	No action possible. This ID of the organization receiving the grant is taken from the approved purchase order. Ensure that the grant is approved on the Documents Requiring Approval Screen (WF002).

Cannot create a profile with a pending profile	No action possible. There is already an account profile created for this account.

ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003)

This section provides information about establishing item-level information for ASAP transactions, including

- about the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003)
- using the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003)

About the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003)

Introduction

This topic provides information about the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003), including

- purpose
- when to use
- accessing the screen
- example of the screen
- tasks involved
- field description table

Purpose

This tab shows the line item-level information for interfaced ASAP transactions, including descriptions, amounts, and distribution priorities.

When to use

Use this tab to view detail information at the line item level for interfaced ASAP transactions and also to update the transaction posting priorities for grant items and purchase order line MDLs. The ASAP Interface sets up all grant and PO line items with the highest distribution priority (all have a priority 1). You can change these priorities for interfaced ASAP transactions to order the distribution priorities from high to low, if appropriate. When the system needs to distribute a payment for an interfaced transaction at the grant or purchase order line item level, it first processes the item with the highest priority, then the item number with the second highest priority and so on until all items are completed.

Accessing the screen

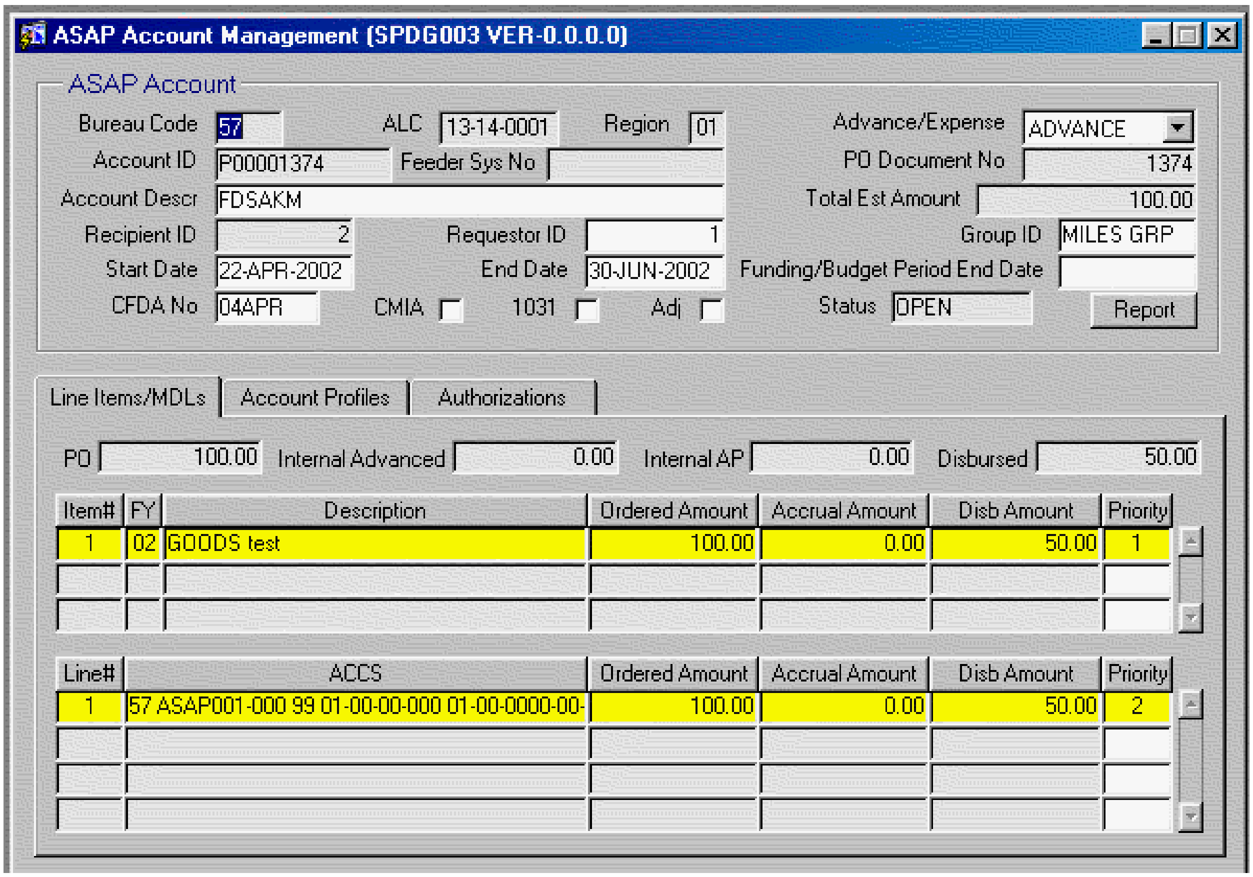
Follow the steps in the table below to access the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003).

Accessing the screen	
Step	**Action**

1	From the CAMS Navigator window, double-click the **ASAP Interfacing System** folder to open the folder.
2	Double-click the **Transaction and Lookup** folder to open the folder.
3	Double-click the **SPDG003 - Account Management** item. **Result:** The ASAP Account Management Screen (SPDG003) opens.
4	Click the Line Items/MDLs Tab (SPDG003). ***Result:*** The tab opens, as shown in the example below.

Example of the screen

Following is an example of the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003).



ASAP Account Management Screen) ~ Line Items/MDLs Tab (SPDG003)

Tasks involved

Following are the major tasks accomplished with this screen:

- Setting the transaction posting priorities at the item level

Field description table

The following table describes the fields in the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003).

Note: All fields on this tab are display-only, except for the Priority, which you can set for each line item.

Field Description Table		
Field	**Type**	**Description**
PO	display-only	Purchase Order amount. The total purchase order amount of an ASAP grant.
INTERNAL ADVANCE	display-only	This amount applies to grant POs that were not originally established as an ASAP type grant and reflects the total outstanding (uncleared) advance payment amount made through the internal disbursement method.
INTERNAL AP	display-only	Internal Accounts Payable. This amount applies to the total invoiced amount of a grant PO made through the internal disbursement method.
DISBURSED	display-only	This amount applies to the total disbursed amount of a grant PO made through both the internal and ASAP disbursement methods.
ITEM NO	display-only primary Key	Item Number. This is the Item Number from the purchase order for the ASAP grant. As the primary key, it is the only field you would need to know to look up this item.
FY	display-only	Fiscal Year. This is the Fiscal Year of the fund code of the PO item of an ASAP grant.
DESCRIPTION	display-only	A combination of the Item Type from the purchase order item and the first line of the PO Description for the ASAP grant.
ORDERED AMOUNT	display-only	The total Ordered Amount of a grant PO item of an ASAP grant.
ACCRUAL AMOUNT	display-only	The total Accrued Amount of a grant PO item of an ASAP grant.
DISB AMOUNT	display-only	The total Disbursed Amount of a grant PO item of an ASAP grant.
PRIORITY	required defaults to 1 numeric unique except for 1	For setting the transaction posting priority of a grant item.
LINE NO	display-only	Displays the Line Number from the purchase order MDL for the ASAP grant.

ACCS	display-only	Displays the Account Classification Code Structure of the purchase order MDL for an ASAP grant.
ORDERED AMOUNT	display-only	Displays the ordered amount of a purchase order MDL of an ASAP grant.
ACCRUAL AMOUNT	display-only	Displays the Accrued Amount of a purchase order MDL of an ASAP grant.
DISB AMOUNT	display-only	Displays the Disbursed Amount of a purchase order MDL of an ASAP grant.
PRIORITY	• required • defaults to 1 • numeric • unique except for 1	For Setting the transaction posting priorities at the item level

Using the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003)

Introduction

This topic provides information about using the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003), including

- before you begin
- procedure
- troubleshooting and error messages

Before you begin

You must have sufficient information to look up the record you need from the Control Section (SPDG003).

Procedure

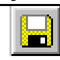
Following is the procedure for

- Setting the transaction posting priorities at the item level

Setting the transaction posting priorities at the item level

Follow the steps in the table below to set the transaction posting priority at the item level.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Line Items/MDLs Tab (SPDG003) of the Account Management Screen (SPDG003).
2	ACCOUNT ID	Enter the Account ID to retrieve the record.

3	PRIORITY	Select and change the priority, as needed, for a grant item (in the upper detail block) or a PO line item (in the lower detail block). A priority of 1 has the highest priority, 2 the second highest, and so on.
4	N/A	Click  to save your changes.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
A valid priority number must be entered	Enter a priority from 1-xx, where xx is the number of line items..
Duplicate non-zero priority number entered	For any line item that you applied a priority greater than zero in either the Account Profile tab or the Authorizations tab, it cannot be same value as another line item for the same grant item/purchase order item. This enables the system to distribute/post transactions on a prioritized basis.

ASAP Account Management Screen ~ Account Profiles Tab (SPDG003)

This section provides information about creating, maintaining, and releasing ASAP account profiles, including

- about the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003), and
- using the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003)

About the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003)

Introduction

This topic provides information about the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003), including

- purpose
- when to use
- accessing the screen
- example of the screen
- tasks involved, and
- field description table

Purpose

The account profile contains all of the information about a grant that you and the ASAP Interface need to monitor, update, and release account information to the FRBR. The detail of the Account Profile is shown in both the Control Section and the detail screen associated with this tab.

When you mark an account profile for release in this tab, it advises the system this profile can be uploaded to the FRBR on the release date also noted in this tab. This upload process is automatic.

When the ASAP Interface releases an account profile, this triggers an automatic Email message to fund certification officers to notify them of both the existence of the account profile or authorization and the expected date for file transmission. (Email addresses are maintained on the GL029, Employee Information Maintenance Screen, in CFS.)

The FRBR will send an account profile acknowledgement to the ASAP Interface that will, in turn, update the ASAP Agency Report Downloading Screen (SPDG201) with this acknowledgement.

When to use

Use this tab to view and/or release the Account Profile for a bureau issuing a grant. You can also use it to delete an unreleased profile.

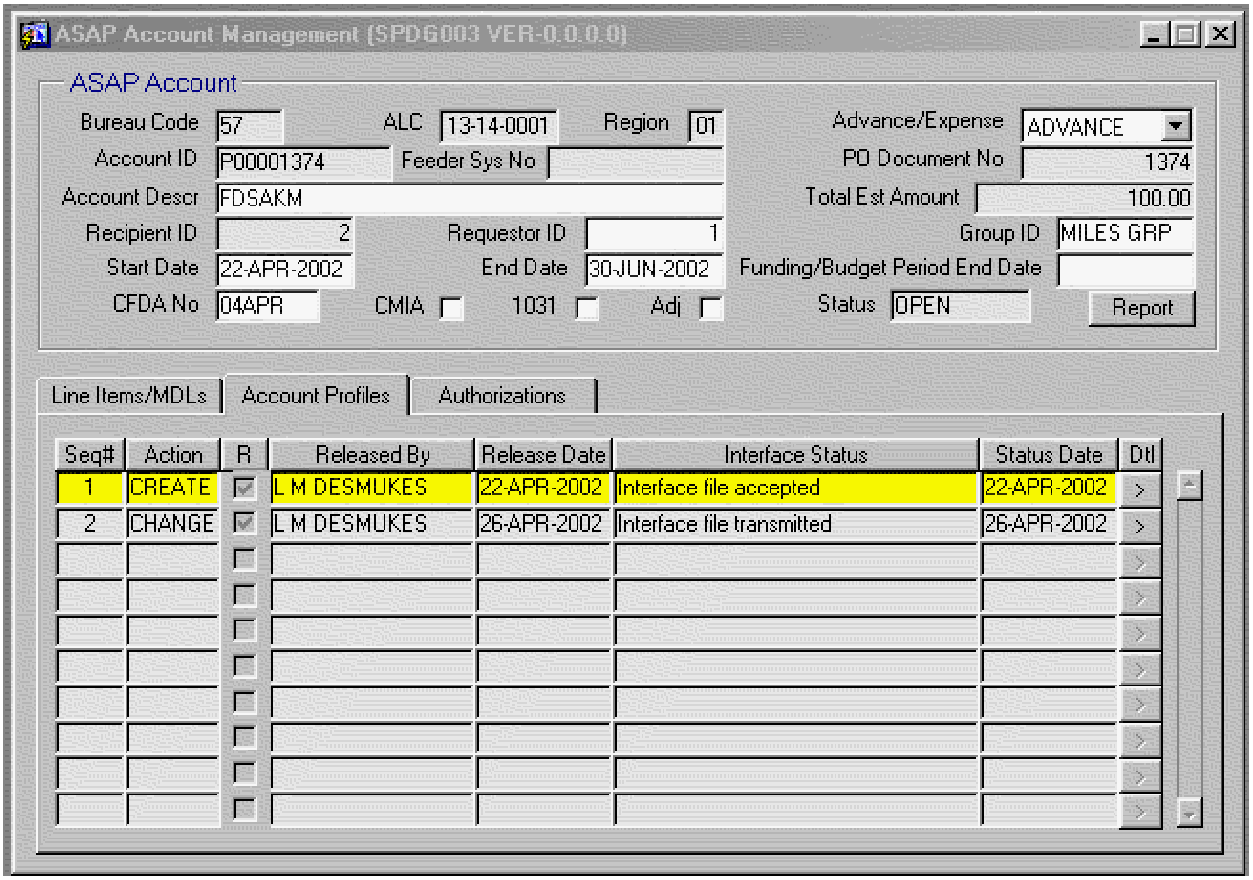
Accessing the screen

Follow the steps in the table below to access the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003).

Accessing the screen	
Step	**Action**
1	From the CAMS Navigator window, double-click the **ASAP Interfacing System** folder to open the folder.
2	Double-click the **Transaction and Lookup** folder to open the folder.
3	Double-click the **SPDG003 - Account Management** item. **Result:** The ASAP Account Management Screen (SPDG003) opens.
4	Click the Account Profiles Tab (SPDG003). ***Result:*** The tab opens, as shown in the example below.

Example of the screen

Following is an example of the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003).



ASAP Account Management Screen ~ Account Profiles Tab (SPDG003)

Tasks involved

Following are the major tasks accomplished with this screen:

- Viewing the details of an account profile
- deleting an unreleased account profile, and
- releasing an account profile

Field description table

The following table describes the fields in the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003). .

Field Description Table		
Field	**Type**	**Description**
SEQ NO	display-only system-generated	Sequence Number of the transactions for an account profile. For example, upon creation of an account, the sequence number is 1; if you make a change to the profile, the sequence number is 2, and so on.

ACTION	display-only	This field identifies the type of transaction that took place for the particular line. For example, when the Account Profile was created, the Action field will contain CREATE and show the associated dates.
R	checkbox	Release Flag Indicator. Indicates if the Account is marked for release (the Interface Status will indicate if it has actually been released). If an error exists, a message will be displayed preventing the release of the record.
RELEASED BY	display-only	The name of the person who actually released the account profile for transmission.
RELEASE DATE	display-only	The date the account was released.
INTERFACE STATUS	display-only	Indicates the interface status of the account record. The status associated with the account profile or authorization created and released for uploading to the FRBR with the ASAP Account Management Screen (SPDG003). When an account or authorization record is released, it will have one of the following Interface Statuses: Profile cancelled Profile not yet marked for release Profile marked for release Authorization certified Interface file marked for transmission Interface file being transmitted Interface file transmission failed Interface file transmitted Interface file acknowledged Interface file rejected Interface file failed to be received
DATE	display-only	The date associated with the interface status update
DTL	button	Detail. Used to view the details associated with the selected transaction line.

Using the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003)

Introduction

This topic provides information about using the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003), including

- before you begin
- procedures, and
- troubleshooting and error messages

Before you begin

This profile must be complete before you can release it for uploading to the FRBR or view the details.

You can DELETE an account profile if

- it has not been released,
- the authorized and certified amounts shown on the Account Management Screen ~ Authorizations tab (SPDG003) are zero for the account,
- there is no payment, book entry adjustment, or refund activity for the account, and
- there are no pending authorization records for the account (all of the authorization records must be certified).

Procedures

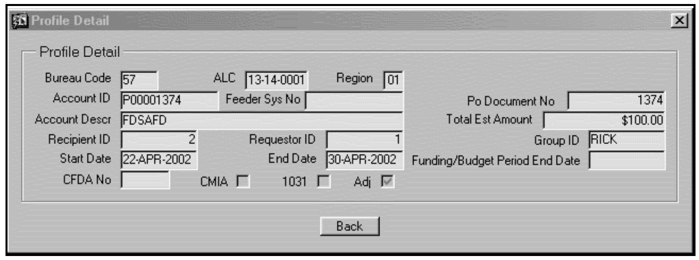
Following are procedures for

- Viewing the details of an account profile
- deleting an unreleased account profile, and
- releasing an account profile

Viewing the details of an account profile

Follow the steps in the table below to view the details of an account profile.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003)
2	PO DOCUMENT NO	Enter the PO Document No to look up the account profile you want to see.

<table>
<tr><td>3</td><td>DTL</td><td>Click the Dtl button next to the record you want to see.
Result: The Profile Detail window opens, as shown below.


You can use this window to view the details of the record you selected. For a description of the fields, refer to the Account Management Screen ~ Control Section (SPDG003)
Field description table.</td></tr>
<tr><td>4</td><td>BACK</td><td>Click the Back button to close this popup window.</td></tr>
</table>

Deleting an unreleased account profile

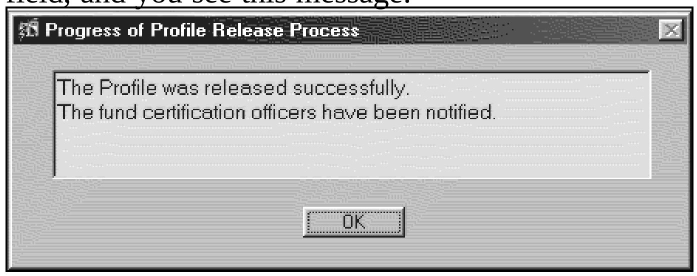
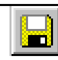
Follow the steps in the table below to delete an unreleased account profile.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003)
2	PO DOCUMENT NO	Enter the PO Document No in the control section to look up the account profile you want to delete.
3	N/A	Select  to delete the record. When the delete is confirmed by the FRBR, the account status will change to CLOSED.

Releasing an account profile

Follow the steps in the table below to release an account profile.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003)
2	PO DOCUMENT NO	Enter the PO Document No in the control section to look up the account profile you want to release.

3	R	Click the checkbox in the R column. ***Result*:** Today's date is put in the Release Date field, the Interface Status changes to "Profile marked for release", your name is placed in the Released By field, and you see this message: 
5	N/A	Click  to save your changes.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Cannot un-release a profile being uploaded	No action possible. This file has already been released for uploading
Cannot un-release a profile already uploaded	No action possible. This file has already been released for uploading
Cannot delete a profile already marked for release	Click the Release checkbox to cancel the release and then try deleting the profile again.
Cannot delete a profile already acknowledged	No action possible. This file has been acknowledged.
Cannot delete a profile prior to uploading	Click the Release checkbox to cancel the release and then try deleting the profile again.

ASAP Account Management Screen ~ Authorizations Tab (SPDG003)

This section provides information about creating, maintaining, and releasing account authorizations, including

- about the ASAP Account Management Screen ~ Authorizations Tab (SPDG003), and
- using the ASAP Account Management Screen ~ Authorizations Tab (SPDG003)

About the ASAP Account Management Screen ~ Authorizations Tab (SPDG003)

Introduction

This topic provides information about the ASAP Account Management Screen ~ Authorizations tab (SPDG003), including

- purpose
- when to use
- accessing the screen
- example of the screen
- tasks involved, and
- field description table

Purpose

This tab enables you to create, maintain, and release account authorization records that the system will use to distribute all or part of the approved grant money (as an advance or expense). When the ASAP Interface releases a grant authorization, this triggers an automatic Email message to fund certification officers to notify them of both the existence of the account profile or authorization and the expected date for file transmission. (Email addresses are maintained on the GL029, Employee Information Maintenance Screen, in CFS.)

The FRBR will send an authorization record acknowledgement to the ASAP Interface that will, in turn, update the ASAP Agency Report Downloading Screen (SPDG201) with this acknowledgement.

When to use

Use this tab when you need to authorize an advance or expense for all or a portion of approved grant money. The authorization records you create with this Authorizations tab must be released before the ASAP Interface will upload (send) them to the FRBR.

When you mark an authorization for release, it advises the system this profile can be uploaded to the FRBR on the release date noted in this tab. This upload process is automatic.

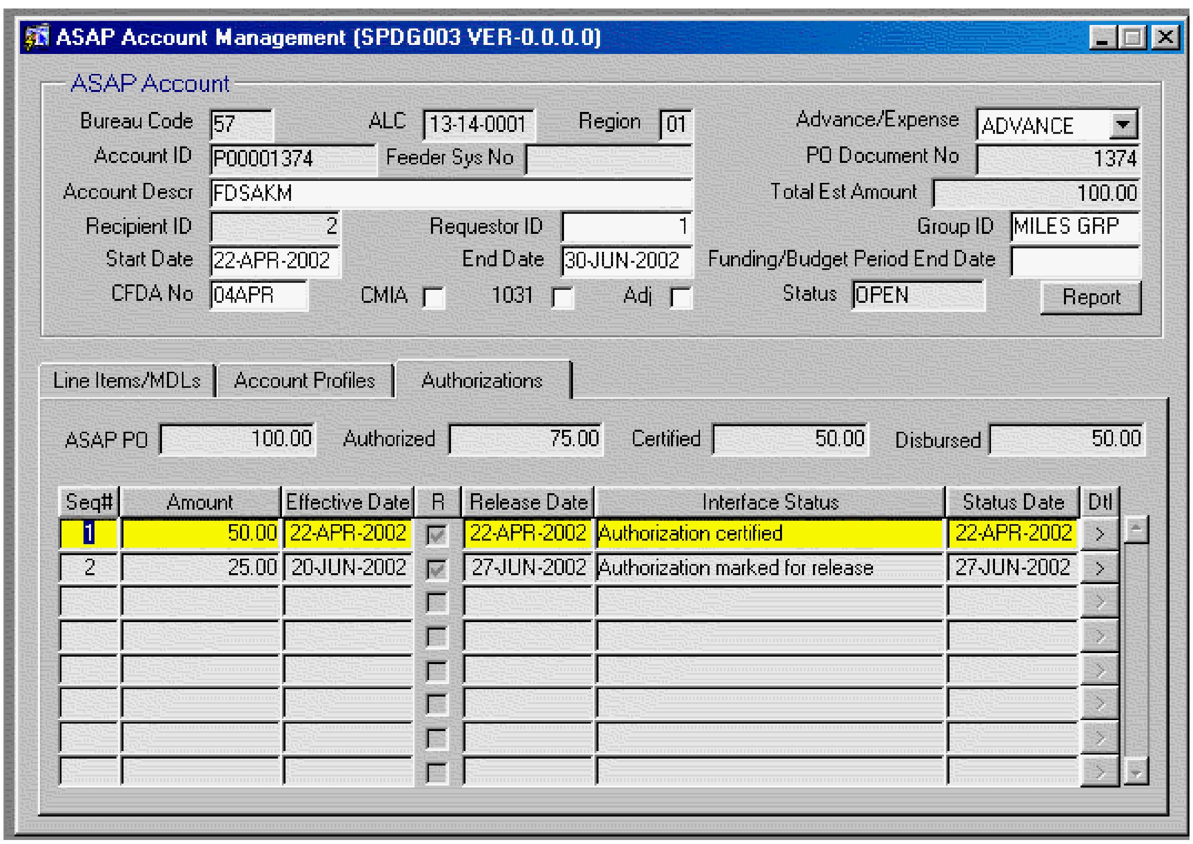
Accessing the tab

Follow the steps in the table below to access the ASAP Account Management Screen ~ Authorizations Tab (SPDG003).

Procedure table	
Step	**Action**
1	From the CAMS Navigator window, double-click the **ASAP Interfacing System** folder to open the folder.
2	Double-click the **Transaction and Lookup** folder to open the folder.
3	Double-click the **SPDG003 - Account Management** item. ***Result:*** The ASAP Account Management Screen (SPDG003) opens.
4	Click the **Authorizations** Tab. ***Result:*** The tab opens, as shown in the example below.

Example of the screen

Following is an example of the ASAP Account Management Screen ~ Authorizations Tab (SPDG003).



Tasks involved

Following are the major tasks accomplished with this screen:

- Creating an authorization record
- Modifying authorization details
- Deleting an authorization record, and
- Releasing an authorization record

Field description table

The following table describes the fields in the ASAP Account Management Screen ~ Authorizations tab (SPDG003).

Note: All fields can be updated except for those marked as *display-only*. If a field must be completed in order for the Profile to be complete, it is marked as *Required*.

Field Description Table		
Field	**Type**	**Description**
ASAP PO	• Display-only • System-generated	The ASAP PO amount is the total purchase order amount of an ASAP grant less any internally disbursed amounts.
AUTHORIZED	• Display-only • System-generated	The total amount of authorizations made for this account
CERTIFIED	• Display-only • System-generated	The total amount of authorizations certified in ASAP. The grantee is not permitted to draw funds until the authorization is certified.
DISBURSED	• Display-only • System-generated	The total disbursed amount of a grant purchase order made through both the internal and ASAP disbursement methods.
SEQ NO	• Display-only • System-generated	The Sequence Number of the activity of an account profile. When an account is created, the sequence number is 1; if a change is made, the sequence number is 2, and so on.
AMOUNT	• Required • Cannot exceed the total PO amount	The amount of the authorization (positive or negative) for this transaction.
EFFECTIVE DATE	• Required • DD-MMM-YYYY	The date this authorization is to be effective. It must be in the range between the Start Date and End Date.

R	• Checkbox	Release Flag Indicator. A checkmark indicates the authorization is marked for release (Interface Status will indicate if released yet); blank means it is not marked for release.
RELEASE DATE	• Display-only • System-generated	The date the authorization is to be or was released
INTERFACE STATUS	• Display-only • System-generated	The interface status of the authorization record. The following descriptions will be given upon record release: Authorization cancelled Authorization not marked for release Authorization marked for release Interface file marked for transmission Interface file being transmitted Interface file transmission failed Interface file transmitted Interface file acknowledged Interface file rejected Interface file failed to be received Certification pending for posting Authorization certified
DATE	• Display-only • System-generated	The date associated with the interface status change
DTL	• Button	Click the right arrow in the DTL column next to the selected record to open the ASAP Authorization Detail window for the selected line.

Using the ASAP Account Management Screen ~ Authorizations Tab (SPDG003)

Introduction

This topic provides information about using the ASAP Account Management Screen ~ Authorizations Tab, including

- before you begin
- procedures, and
- troubleshooting and error messages

Before you begin

Before you can CREATE an authorization record:

- the account profile must be complete, and
- you will need to know the Account ID and Feeder System Number or Purchase Order Document Number.

You can DELETE an authorization record if

- it is not released or marked for release

You can RELEASE an authorization record if

- the associated account profile is released or marked for release
- the authorization record is certified

Procedures

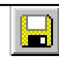
Following are procedures for

- Creating an authorization record
- Modifying authorization details
- Deleting an authorization record, and
- Releasing an authorization record

Creating an authorization record

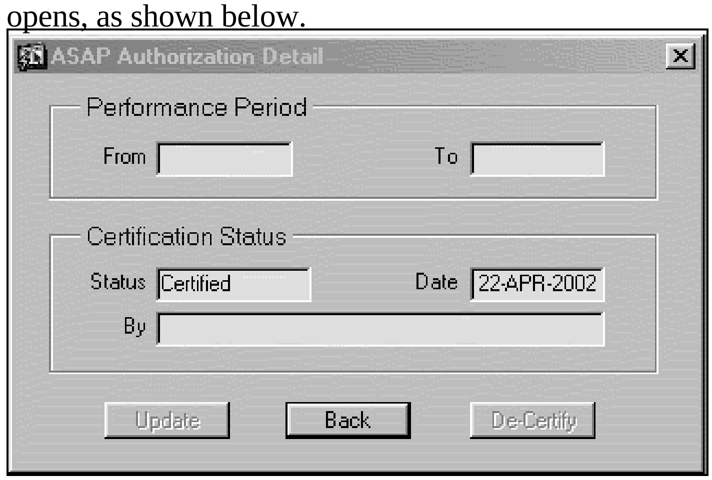
Follow the steps in the table below to create an authorization record.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Account Management Screen ~ Authorizations tab (SPDG003).
2	VARIOUS	Enter the Account ID and Feeder Sys No or PO Document No fields to look up the record.

3	AMOUNT	Click in the line you want to work with and enter the amount you want to authorize for the advance or expense. This amount, added to previously entered amount(s), must not exceed the amount in the Total Est. Amount field.
4	EFFECTIVE DATE	Enter the effective date for the advance/expense authorization. This date must be after the Start Date and before the End Date listed in the Control Section (SPDG003).
5	DTL	See Modifying authorization details if you want to enter a performance period for the grant..
6	R	If you are ready, release the authorization record.
7	N/A	Click  to save the new authorization record.

Modifying authorization details

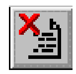
Follow the steps in the table below to modify ASAP authorization details.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Account Management Screen ~ Authorizations Tab (SPDG003).
2	DTL	Select a record in the tab and click the right arrow in the DTL column next to the selected record. ***Result:*** The ASAP Authorization Detail window opens, as shown below.  Use this window to establish a performance period for an unreleased authorization record. By establishing a performance period for an authorization record, you enable the creation of accrual transactions.
2	FROM	Enter the beginning date for the Performance Period.

3	TO	Enter the ending date for the Performance Period.
4	UPDATE	Click the **Update** button to update the detail.
5	BACK	Click the **Back** button to close the detail window.

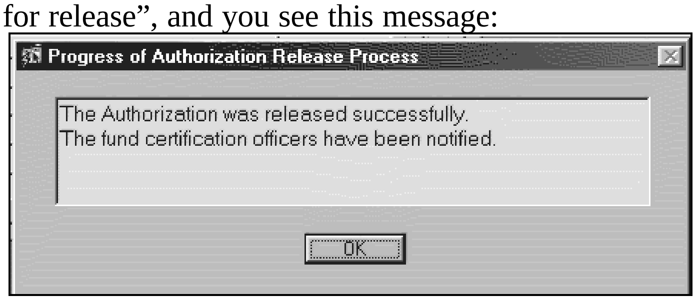
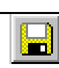
Deleting an authorization record

Follow the steps in the table below to delete an authorization record.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Account Management Screen ~ Authorizations tab (SPDG003).
2	VARIOUS	Enter the Account ID and Feeder Sys No or PO Document No fields to look up the record you want to delete.
3	N/A	Position the cursor on the line to be deleted and click the Delete icon  icon.

Releasing an authorization record

Follow the steps in the table below to release an authorization.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Account Management Screen ~ Authorizations tab (SPDG003).
2	N/A	Enter the Account ID and Feeder Sys No or PO Document No fields to look up the record you want to release.
	checkbox	Click the checkbox in the **R** column. ***Result*:** Today's date is put in the Release Date field, the Interface Status changes to "Authorization marked for release", and you see this message: 
3	N/A	Click  to save your changes.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Cannot create an authorization without creating an account profile	Create and save the account profile using the Account Profiles Tab (SPDG003) and then try creating the authorization record again.
Cannot un-release an authorization being uploaded	No action required. The authorization was already marked for release, and is in the process of being uploaded.
Cannot un-release an authorization already uploaded	No action required. The authorization was already sent to the FRBR.
Cannot delete an authorization already marked for release	If the authorization has not been released, unmark the authorization record and try deleting it again.
Cannot cancel an authorization already acknowledged	The authorization record has already been uploaded and acknowledged by the FRBR. You can create a new authorization record.
Cannot cancel an authorization prior to uploading	The authorization record was already released for uploading. You can create a new authorization record.
The effective date must be in the Begin date and End date range.	Change the effective date to be a date that is after the date in the Start Date field and before the date in End Date field.

ASAP Account Profile & Authorization Uploading Screen (SPDG200)

This section provides information about the ASAP Account Profile & Authorization Uploading Screen (SPDG200), including

- about the ASAP Account Profile & Authorization Uploading Screen (SPDG200), and
- using the ASAP Account Profile & Authorization Uploading Screen (SPDG200)

About the ASAP Account Profile & Authorization Uploading Screen (SPDG200)

Introduction

This topic provides information about the ASAP Account Profile & Authorization Uploading Screen (SPDG200), including

- purpose
- when to use
- accessing the ASAP Account Profile & Authorization Uploading Screen (SPDG200)
- example of the ASAP Account Profile & Authorization Uploading Screen (SPDG200)
- tasks involved, and
- field description table

Purpose

The ASAP Account Profile & Authorization Uploading Screen (SPDG200) allows the user to view, create, and manually initiate account profile and authorization file uploading events (this is the information entered on the ASAP Account Management Screen SPDG003). Users will not normally use this screen since uploading is performed automatically; however, if a file must be created and sent manually, users have the option of performing this function by using this screen.

Note: Users are not allowed to directly modify any account profile and authorization file uploading record in this screen.

When to use

Use the ASAP Account Profile & Authorization Uploading Screen (SPDG200) to view uploaded file detail (indicating detail such as transmission date, date file received and interface status at a glance), and the uploaded file text log and text file. This screen may also be used to access more specific file profile and authorization detail by clicking the right arrows in the detail columns (when highlighted). Each account profile and authorization file goes through three main stages: initial internal creation, subsequent transmission, and the receipt of acknowledgement from FRBR of the file transmitted.

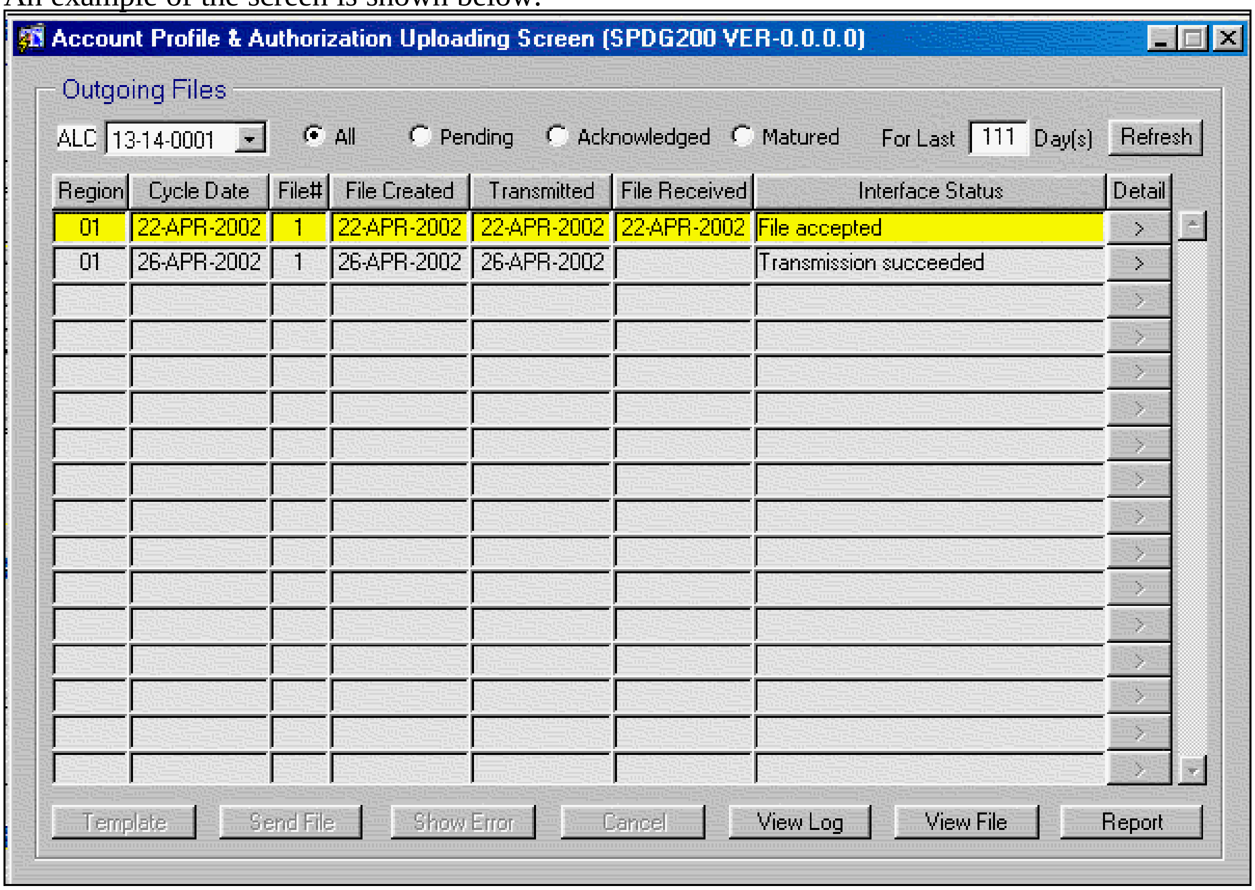
Accessing the ASAP Account Profile & Authorization Uploading Screen (SPDG200)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Interface** folder.
3	Double-click **SPDG200-Profile and Authorization Upload** icon ***Result:*** The ASAP Account Profile & Authorization Uploading Screen (SPDG200) is displayed.

Example of the ASAP Account Profile & Authorization Uploading Screen (SPDG200)

An example of the screen is shown below.



ASAP Account Profile & Authorization Uploading Screen (SPDG200)

Tasks involved

The following major tasks are accomplished with the ASAP Account Profile & Authorization Uploading Screen (SPDG200):

- view account profile and authorization files
- manually create file
- view file text log, and
- view file text file

Field description table

The following table describes the fields in the ASAP Account Profile & Authorization Uploading Screen (SPDG200).

Field Description Table		
Field	**Type**	**Description**
ALC	• required, and • LOV	Agency Location Code. This field displays the agency location code for the interface file.
ALL	• radio button	This radio button displays the status of all account profile and authorization file uploading records for this ALC.
PENDING	• radio button	This radio button displays the list of pending (initial internal creation of file, that has not yet been transmitted to FRBR) account profile and authorization file uploading records
ACKNOWLEDGED	• radio button	This radio button displays the list of acknowledged (the receipt of the acknowledgement of the file transmitted form FRBR) account profile and authorization file uploading records
MATURED	• radio button	This radio button displays the list of matured (transmitted files that are accepted or cancelled) account profile and authorization file uploading records
FOR LAST DAY (S)	• radio button	This field displays the number of days in the past from which account profile and authorization file uploading records are displayed. Default value displayed is 1 day.
REFRESH	• radio button	This push button is used refresh the fields listed to display the most current account profile and authorization file uploading records.
REGION	• displayed, and • 2 digit	This field displays the region code of the account profile and authorization file uploading record.

CYCLE DATE	• displayed, and • DD-MMM-YYYY format	This field displays the cycle date of the account profile and authorization file uploading record.
FILE#	• displayed	This field displays the file number of the account profile and authorization file uploading record
FILE CREATED	• displayed, and • DD-MMM-YYYY format	This field displays the date the account profile and authorization file was created.
TRANSMITTED	• displayed, and • DD-MMM-YYYY format	This field displays the system-generated date the account profile and authorization file was transmitted to the FRBR.
FILES RECEIVED	• displayed, and • DD-MMM-YYYY format	This field displays the system generated date the account profile and authorization file was acknowledged by the FRBR.
INTERFACE STATUS	• displayed	This field displays the interface status of an account profile and authorization file-uploading event. Examples of messages are: Not marked for creation (generated automatically in system) File marked for creation (manually created by user) File creation in process (file currently being manually created by user) File creation failed File creation succeeded Marked for transmission Transmission in progress Transmission failed Transmission succeeded File acknowledged File receiving failure File rejected
DETAIL	• displayed	This column displays the screen selection buttons used to access detail information and additional screens for the line selected. When an arrow button (<) is selected in this column, the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200) is displayed.

VIEW LOG	• screen selection button	This screen selection button displays the text log file of the selected outgoing file interface entry.
VIEW FILE	• screen selection button	This screen selection button displays the physical interface file of the selected outgoing file interface entry.
REPORT	• radio button	This screen selection button launches the ASAP Authorization Uploading Report Screen (SPDG111).

Using the ASAP Account Profile & Authorization Uploading Screen (SPDG200)

Introduction

This topic provides information about using the ASAP Account Profile & Authorization Uploading Screen (SPDG200), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before beginning these procedures,

- there must be an existing account profile.

Procedures

Following are procedures to

- view account profile and authorization
- manually create file
- view file text log, and
- view text file

View account profile and authorization

Follow the steps in the table below to view account profile and authorization.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Account Profile & Authorization Uploading Screen (SPDG200)

2	ALC	• Click the down arrow to select ALC. ***Result:*** A list of valid agency location codes is displayed. • Select appropriate ALC ***Result:*** The record for the agency location code selected is displayed.
3	ALL	Do you want to view status of all records? • If yes, Click the **ALL** radio button. ***Result:*** The records are displayed in the detail fields. • If *no*, go to step 4.
4	PENDING	Do you want to view status of all records? • If yes, Click the **Pending** radio button. ***Result:*** The records are displayed in the detail fields. • If *no*, go to step 5.
5	ACKNOWLEDGED	Do you want to view status of all records? • If yes, Click the **Acknowledged** radio button. ***Result:*** The records are displayed in the detail fields. • If *no*, go to step 6.
6	MATURED	Do you want to view status of all records? • If yes, Click the **Matured** radio button. ***Result:*** The records are displayed in the detail fields. • If *no*, go to step 3.
7	FOR LAST DAY(S)	• Default value displayed is 1. Click in field to specify number of days. Go to step 8.

8	REFRESH	• Click the **Refresh** screen selection button after completing step 7 to display records. ***Result:*** The records for the number if days specified are displayed in the detail fields.
9	VARIOUS FIELDS	The records are displayed in the detail tab data fields.
10	DETAIL	• If the screen selection button is highlighted, click the right arrow to display detail file. ***Result:*** The ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200) is displayed.
11	REPORT	• Click the **Report** screen selection button to launch the report parameter screen. ***Result:*** The ASAP Authorization Uploading Report Screen (SPDG111) is displayed.

Manually create file

Follow the steps in the table below to manually create file.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Account Profile & Authorization Uploading Screen (SPDG200)
2	TEMPLATE	Do you want to create new file from template? • If *yes*, select the **Template** screen selection button, when highlighted. ***Result***: The system will generate all eligible account profile and authorization file uploading records for interfacing, • If *no*, manually enter data into required fields and select SAVE on the tool bar.
3	VARIOUS FIELDS	The records are displayed in the detail tab data fields.

View file text log

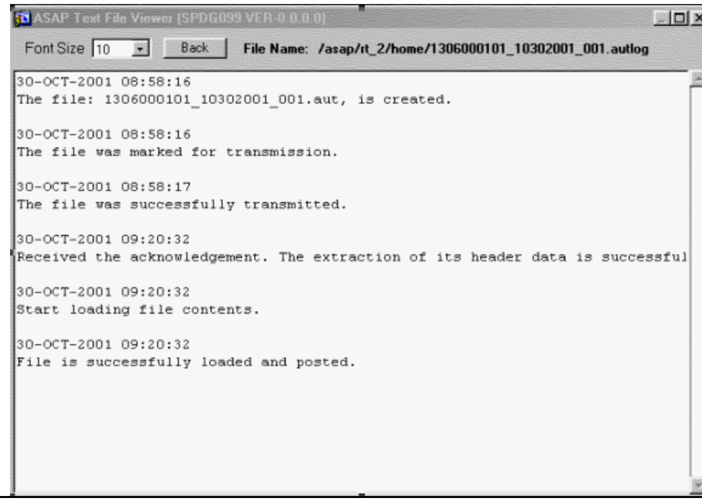
Follow the steps in the table below to view file text log.

Procedure Table		
Step	**Field**	**Action**

<table>
<tr><td>1</td><td>N/A</td><td>Access the ASAP Account Profile & Authorization Uploading Screen (SPDG200)</td></tr>
<tr><td>2</td><td>VIEW LOG</td><td>

- Select the **View Log** screen selection button

Result: The ASAP Text File Viewer is displayed.



</td></tr>
</table>

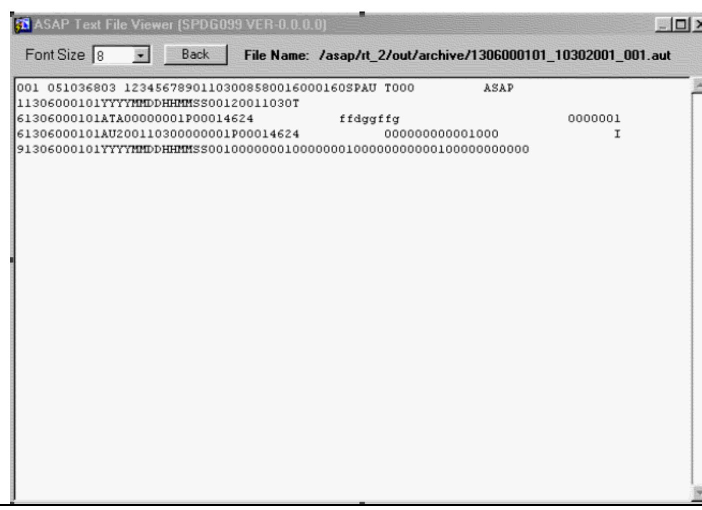
View text file

Follow the steps in the table below to view the text file.

<table>
<tr><th colspan="3">Procedure Table</th></tr>
<tr><th>Step</th><th>Field</th><th>Action</th></tr>
<tr><td>1</td><td>N/A</td><td>Access the ASAP Account Profile & Authorization Uploading Screen (SPDG200)</td></tr>
<tr><td>2</td><td>VIEW FILE</td><td>

- Select the **View File** screen selection button

Result: The ASAP Text File Viewer is displayed.



</td></tr>
</table>

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
You cannot create records here.	This error message is displayed if the user double clicks in the greyed data fields, attempting to modify data. These greyed fields are view only and are not updateable. The user cannot create records.
Field is protected against update.	This error message is displayed if the user double clicks in the greyed data fields. These greyed fields are view only and are not updateable. The user can not update records.

ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200)

This section provides information about viewing the file detail screen in the ASAP Interface module, including

- about the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200), and
- using the ASAP Account Profile & Authorization Uploading Screen ~Account Profile & Authorization File Detail (SPDG200)

About the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200)

Introduction

This topic provides information about the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200), including

- purpose
- when to use
- accessing the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200)
- example of the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200)
- tasks involved, and
- field description table

Purpose

The ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200) allows the user to view additional profile and authorization detail for the file selected. The information displayed on this screen can also be found on the Account Profile and Authorization Screen (SPDG003).

When to use

Use the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200) to view file location, File name, cancellation information and Profile and Authorization detail.

Accessing the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200)

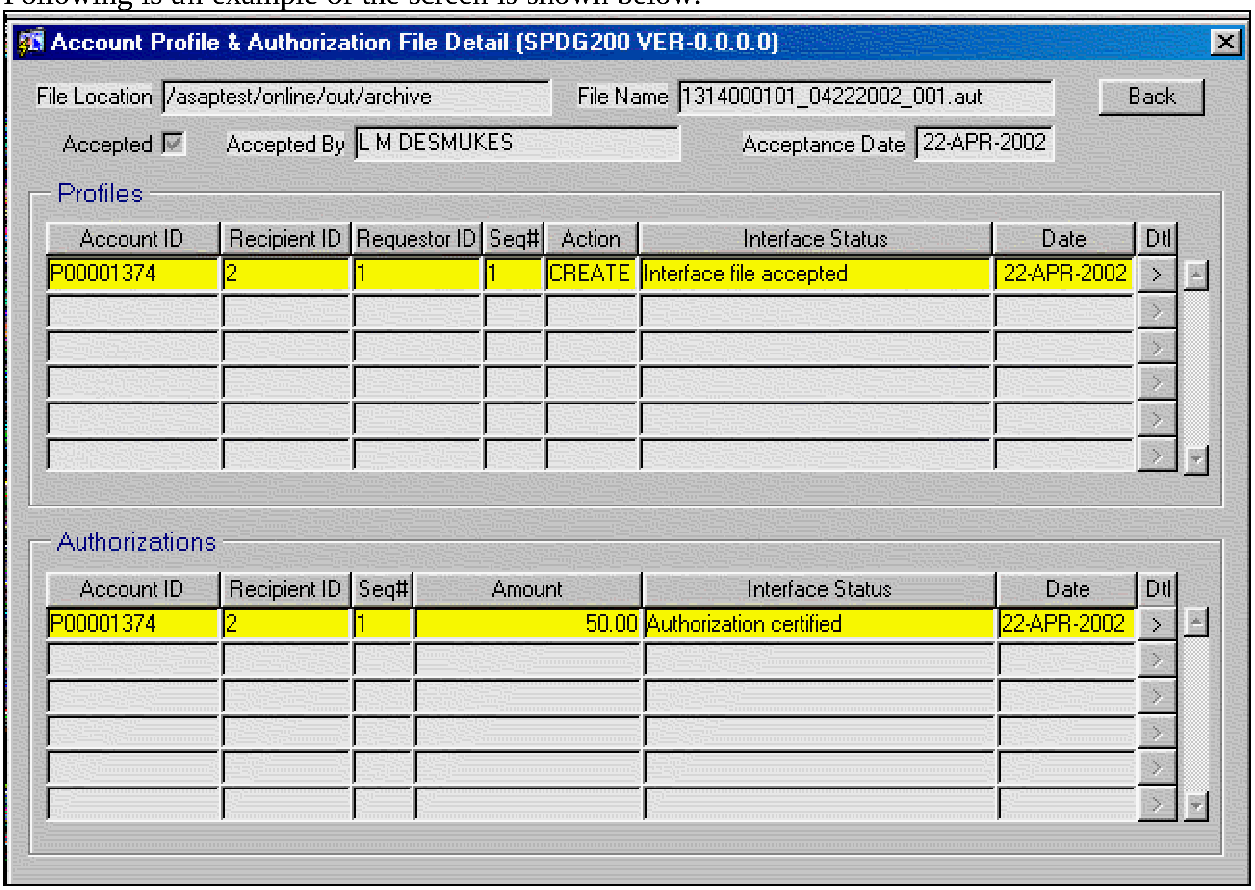
Follow the steps in the table below to access the screen.

Accessing the screen

Step	Action
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Interface** folder.
3	Double-click **SPDG200-Profile and Authorization Upload** icon ***Result:*** The ASAP Account Profile & Authorization Uploading Screen (SPDG200) is displayed.
4	Click right arrow in **Dtl** column, if highlighted. ***Result***: The ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200) is displayed.

Example of the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200)

Following is an example of the screen is shown below.



ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200)

Tasks involved

Following are the major tasks for this screen:

- view file detail
- view profile detail, and
- view authorization detail

Field description table

The following table describes the fields in the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200).

Field Description Table		
Field	**Type**	**Description**
FILE LOCATION	• displayed	This field displays the system generated location of the file that has been created.
FILE NAME	• displayed	This field displays the system generated name of the file created
BACK	• displayed	This screen selection button closes the current screen and returns the user to the ASAP Account Profile and Authorization Uploading Screen (SPDG200).
CANCELLED	• displayed	This indicator flag displays the cancellation status. If checked, the file has been marked canceled, the associated 'canceled by' name and the 'cancellation date' is displayed in the adjoining fields. User can cancel an interface.
CANCELLED BY	• displayed	This field displays the name of the person who canceled the file.
CANCELLATION DATE	• displayed	This filed displays the system generated date that the file was canceled.
ACCOUNT ID	• required	This field displays the account identification number of the account profile.
RECIPIENT ID	• required	This field displays the recipient identification number of the account authorization or the name of the person who authorized the transaction.
REQUESTOR ID	• required	This field displays the requestor identification number of the account profile.
SEQ#	• required	This field displays the system generated sequential number of the account profile assigned in the ASAP Account Management Screen ~ Account Profiles Tab (SPDG003).
ACTION	• required	This field displays the of the account profile.
INTERFACE STATUS	• required	This field displays the of the account profile.
DATE	• required	This field displays the of the account profile.

DTL	• required	When highlighted, this screen selection button displays the Profile Detail screen.
ACCOUNT ID	• required	This field displays the account identification number of the account authorization file.
RECIPIENT ID	• required	This field displays the recipient identification number of the account authorization file or person that authorized the file.
SEQ#	• required	This field displays the system generated sequential number of the account profile assigned in the ASAP Account Management Screen ~ Authorization Tab (SPDG003).
AMOUNT	• required	This field displays the amount of the account authorization.
INTERFACE STATUS	• required	This field displays the interface status message of the account authorization.
DATE	• required	This field displays the date of the account authorization.
DTL	• required	When highlighted, this screen selection button displays the Authorization Detail selected.

Using the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200)

Introduction

This topic provides information about using the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- view file detail
- view profile detail, and
- view authorization detail

View file detail

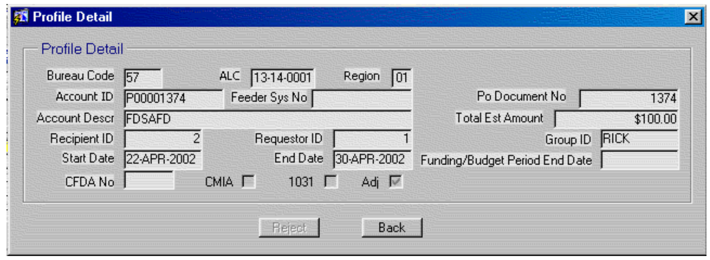
Follow the steps in the table below to view file detail.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Account Profile & Authorization Uploading Screen ~Account Profile & Authorization File Detail (SPDG200)
2	VARIOUS FIELDS	The data fields in the screen are displayed.
3	BACK	• Click in the Back screen selection button to close detail screen. ***Result:*** The ASAP Account Profile and Authorization Uploading Screen (SPDG200) is displayed.

View profile detail

Follow the steps in the table below to view profile detail.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200)

2	DTL BUTTON	• Click the right arrow in the **Dtl** column of the profiles block for the selected file, when highlighted. ***Result:*** The Profile Detail Screen (SPDG200) is displayed.  The Profile Detail screen allows the user to view the query-only details of the selected account profile record. The Profile Detail screen is a duplicate of the ASAP Account Management ~ Control Section (SPDG003). Please refer to the field description table for this topic, for description of the fields. Use the **Back** screen selection button to return to the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200). Use the **Reject** screen selection button to manually reject the account profile record, if the uploading file has been acknowledged but not accepted. When the file is rejected in the profile detail screen, the profile record will be disconnected and the profile in SPDG003 is un-released.

View authorization detail

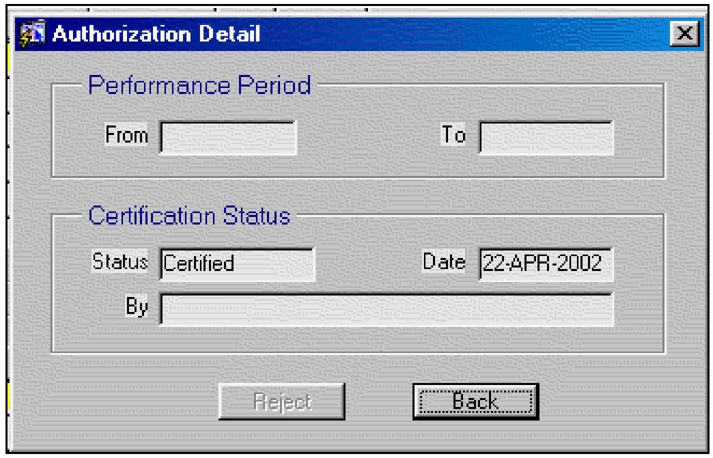
Follow the steps in the table below to view authorization detail.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the <u>ASAP Account Profile & Authorization Uploading Screen ~Account Profile & Authorization File Detail (SPDG200)</u>

<table>
<tr><td>2</td><td>DTL BUTTON</td><td>

- Click the right arrow in the Dtl column of the profiles block for the selected file, when highlighted.

Result: The Authorization Detail Screen is displayed.



The Authorization Detail Screen allows the user to view the query-only details of the selected authorization record.
Use the Back screen selection button to return to the ASAP Account Profile & Authorization Uploading Screen ~ Account Profile & Authorization File Detail (SPDG200).
Use the Reject screen selection button to manually reject the account profile record, if the uploading file has been acknowledged but not accepted. When the reject button is enabled and pressed, the profile record will be disconnected with this file (disappears from the list of files) and the profile in SPDG003 is un-released.</td></tr>
</table>

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**

You cannot create records here.	This error message is displayed if the user double clicks in the greyed data fields, attempting to modify data. These greyed fields are view only and are not updateable. The user cannot create records.
Field is protected against update.	This error message is displayed if the user double clicks in the greyed data fields. These greyed fields are view only and are not updateable. The user can not update records.

ASAP Agency Report Downloading Screen (SPDG201)

This section provides information about the viewing, including

- about the ASAP Agency Report Downloading Screen (SPDG201), and
- using the ASAP Agency Report Downloading Screen (SPDG201)

About the ASAP Agency Report Downloading Screen (SPDG201)

Introduction

This topic provides information about the ASAP Agency Report Downloading Screen (SPDG201), including

- purpose
- when to use
- accessing the screen ASAP Agency Report Downloading Screen (SPDG201)
- example of the screen ASAP Agency Report Downloading Screen (SPDG201)
- tasks involved, and
- field/description table

Purpose

The purpose of the ASAP Agency Report Downloading Screen (SPDG201) is to view the history of agency report downloading and/or posting events. This system supports two types of agency reports:

(1) The acknowledgement of an account profile and the authorization file.
(2) The ASAP ID Directory.

When to use

Use the ASAP Agency Report Downloading Screen (SPDG201) to view the history of agency report downloading and/or posting events.

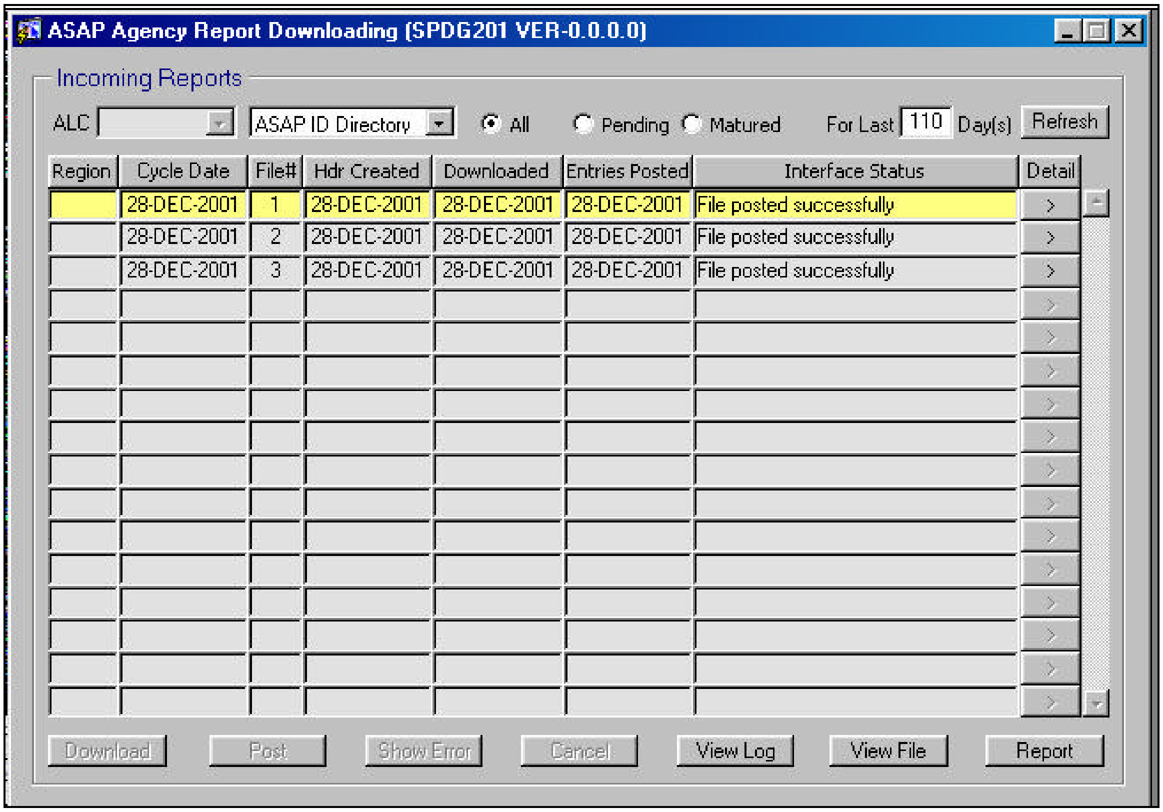
Accessing the ASAP Agency Report Downloading Screen (SPDG201)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the navigation Dropdown menu, click the **ASAP Interface System** folder.
2	Click the **Interface** folder.
3	Double-click **SPDG201 – Agency Report Download.** ***Result:*** The ASAP Agency Report Downloading Screen (SPDG201) is displayed.

Example of the ASAP Agency Report Downloading Screen (SPDG201)

An example of the screen is shown below.



ASAP Agency Report Downloading Screen (SPDG201)

Tasks involved

The following major task is accomplished with the ASAP Agency Report Downloading Screen (SPDG201):

- view agency report of downloading history.

Field description table

The table below describes each of the fields on the ASAP Agency Report Downloading Screen (SPDG201)

Field Description Table		
Field	**Type**	**Description**
ALC	• required • LOV	Displays the agency location code of the federal agency reporting the activity in the CA$HLINK system.
TYPE	• required • LOV	This field displays which downloading screen will be utilized; the **“Acknowledgement”** or **“ASAP ID Directory.”**

ALL	• required • radio button • LOV	This is a radio button. Click on the button to view the status all account profile and authorization file uploading records.
PENDING	• required • radio button • LOV	This is a radio button. Click on the button to see list of pending account profile and authorization file uploading records.
MATURED	• required • radio button • LOV	This is a radio button. Click on the button to see list of completed account profile and authorization file uploading records.
FOR LAST DAYS	• required • defaults to 1	Allows the user to specify the number of days in the past from which account profile and authorization file uploading records are displayed.
REFRESH	• push button	This is a push button that allows the user to initiate a query against debit voucher and deposit ticket records using user-specified display days.
REGION	• required • LOV	Allows the user to make transactions at a lower level.
CYCLE DATE	• required • LOV • DD-MM-YYYY format	Displays the cycle date of the account profile and authorization file uploading record.
FILE #	• required • system generated	Displays the file number of the account profile and authorization file uploading record.
HDR CREATED	• system generated • DD-MM-YYYY format	Displays the date the header record was created. A header record provides information about the incoming file.
DOWNLOADED	• system generated • DD-MM-YYYY format	Displays the date the agency report was downloaded.
ENTRIES POSTED	• system generated • DD-MM-YYYY format	Displays the date the agency report was posted into CFS.
INTERFACE STATUS	• system generated	Displays the interface status of the agency report record.
DETAIL	• screen selection button	Click on this selection button to get the details of the File # (file number) line.

DOWNLOAD	• screen selection button	Click this selection button to reload an agency report that has failed its previous downloading attempt from the incoming file archiving directory.
POST	• screen selection button	Click on this selection button to post an already loaded agency report into CFS.
SHOW ERROR	• screen selection button	Click on this selection button to see any error messages generated during the interface processing.
CANCEL	• screen selection button	This selection button allows the user to cancel an outgoing file interface entry that has not been marked for processing.
VIEW LOG	• screen selection button	Clicking on this selection button allow the user to view the log file of the selected outgoing file interface entry.
VIEW FILE	• screen selection button	This selection button allows the user to view the physical interface file of the selected outgoing file interface entry.
REPORT	• screen selection button	This selection button displays the ASAP Agency Report Downloading Report Screen SPDG112.

Using the ASAP Agency Report Downloading Screen (SPDG201)

Introduction

This topic provides information about using the ASAP Agency Report Downloading Screen (SPDG201), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, you will need the following:

- a report has to exist.

Procedure

Following is the procedure to

- view agency report of downloading history.

View agency report downloading

Follow the steps in the table below to view agency report downloading.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Agency Report Downloading Screen (SPDG201).
2	ALC	• Click on the down arrow. ***Result:*** A list of ALC number is displayed. • Select the appropriate ALC number. ***Result:*** The number selected is displayed.
3	TYPE	• Click on the down arrow. ***Result:*** A list of downloading screen is displayed. • Select the appropriate downloading screen. ***Result:*** The selection is displayed
4	ALL	• Click on the radio button. ***Result:*** The status of all account profile and authorization file uploading record is displayed.
5	PENDING	• Click on the radio button. ***Result:*** A list of pending account profile and authorization file uploading record is displayed.
6	MATURED	• Click on the radio button. ***Result:*** A list of completed account profile and authorization file uploaded record is displayed.
7	FOR LAST DAYS	• Click inside the field and enter the number of days you are interested in. ***Result:*** The number of days entered is displayed.
8	REFRESH	• Click on the selection button. ***Result:*** The user will be able to initiate a query against debit voucher and deposit ticket records.
9	N/A	**Note: The following fields are automatically displayed:** Region, Cycle Date, File #, HDR Created, Downloaded, Entries Posted, and Interface Status.
15	N/A	**Note: The following screen selection buttons are greyed out:** Detail, Download, Post, Show Error, and Cancel.

20	VIEW LOG	• Click on the selection button. ***Result:*** A "file does not exist" message is displayed.
21	VIEW FILE	• Click on the selection button. ***Result:*** A "file does not exist" message is displayed.
22	REPORT	• Click on the selection button. ***Result:*** The ASAP Agency Report Downloading Report screen is displayed.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update	Do not attempt to enter, modify, or delete any information on this screen.

Retrieve ASAP Data

Overview

Introduction

This topic provides an overview of Retrieve ASAP Data, including
- purpose
- in this part, and
- additional resources

Purpose

The purpose of this chapter is to provide
- an overview of the retrieve ASAP data process
- descriptions of the task-related user screens
- procedures for completing each of the user screens, and
- guidance for troubleshooting and error messages

In this part

This part contains the following sections:

Process workflow and stages
Retrieve ASAP Data

Download ASAP transactions
ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)

Post transactions
- ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202)

Display transaction entries
ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202)

Display posted transactions
ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

For ...	Refer to ...
government accounting information	*DoC Accounting Principles and Standards Handbook*

U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
the Treasury Finance Manual	www.fms.treas.gov
the Department of Commerce Homepage	www.osec.doc.gov
the CAMS Homepage	www.camsic.osec.doc.gov
overview of ASAP	www.treas.gov/asap/asapoverview.htm
	www.iaegc.gov

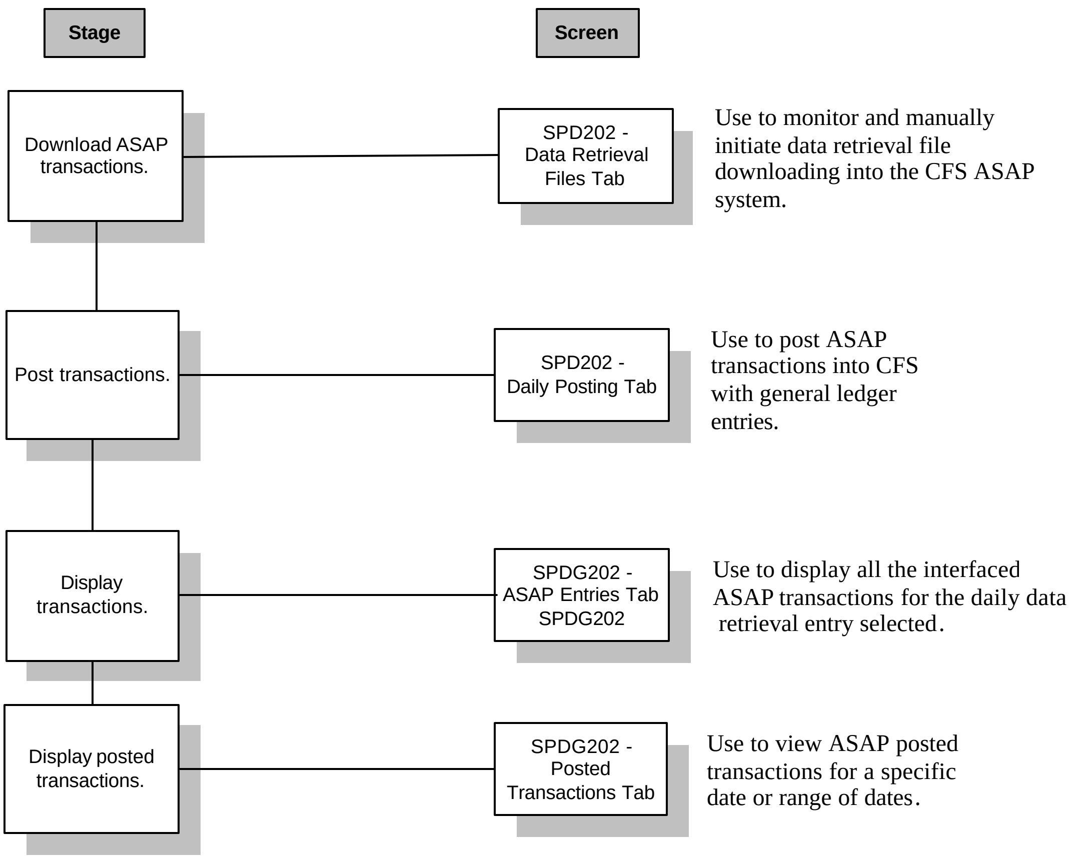
Retrieve ASAP Data

This section provides information about the CFS Retrieve ASAP Data Screens process, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The workflow model below presents a high-level overview of the Retrieve ASAP Data process.



Process stages

The table below describes what happens in each of the stages of the Retrieve ASAP Data process.

Stage	Description
1	• Are there ASAP entries to be viewed? • When yes, • View ASAP entries. • When no, stop.
2	• Are there ASAP posted transactions to be viewed? • When yes, view ASAP posted transactions. • View ASAP Posted Transactions. • When *no*, stop.

ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)

This section provides information about correcting posted transactions in the ASAP Interface module including,

- about the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202), and
- using the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)

About the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)

Introduction

This topic provides information about the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202), including:

- purpose
- when to use
- accessing the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)
- example of the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)
- tasks involved, and
- field description table

Purpose

The ASAP Retrieval File Downloading Screen ~ Data Retrieval Tab (SPDG202) is used to retrieve data downloaded into the CFS staging area. The ASAP system automatically detects any incoming data retrieval files and loads the file contents into the CFS staging area for further processing.

***Note*:** Data is downloaded from the Federal Reserve Bank of Richmond (FRBR) by a designated agency representative using a dial-in system that is separate from the ASAP Interface Module. When the data is downloaded, it is automatically stored in a staging area for retrieval into ASAP.

When to use

Use the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202) to retrieve data downloaded from the FRBR.

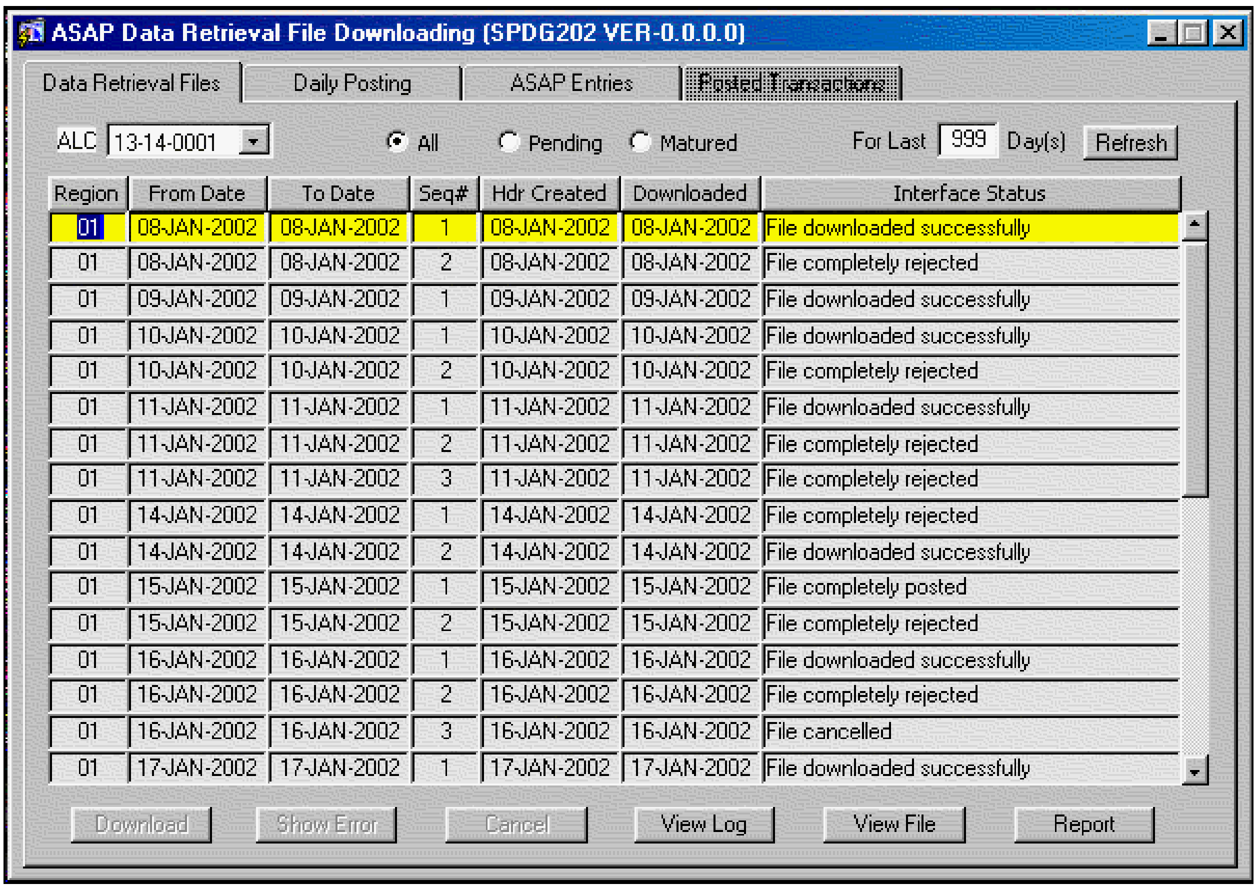
Accessing the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Interface** folder.
3	Double-click **SPDG202 Data Retrieval File Download.** ***Result:*** The ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202) is displayed. Note: The first three buttons at the bottom of the screen are highlighted if the retrieval failed. If the retrieval was successful, the last three buttons are highlighted.

Example of the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)

An example of the screen is shown below.



ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)

Tasks involved

The following major tasks are accomplished with the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202):

- retrieve ASAP data

Field description table

The table below describes each of the fields on the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202).

Field Description Table		
Field	**Type**	**Description**
ALC	• LOV	This filed displays the valid LOV agency codes in the system that the user may select from.
ALL	• radio button	This radio button is used to query all record types in the detail data fields.
PENDING	• radio button	This radio button is used to query pending record types in the detail data fields.
MATURED	• radio button	This radio button is used to query matured record types in the detail data fields.
FOR LAST DAY(S) TEXT BOX	• required, and • default value 1	This field displays the number of days used to query records.
REFRESH	• screen selection button	This screen selection button is used after the user enters the number of days to query records to execute the query.
REGION	• required • read only	This field displays the ALS region code of the data retrieval field.
FROM DATE	• required • system generated • DD-MMM-YYYY format	This field displays the begin date of the date range of the data retrieval file.
TO DATE	• required • system generated • DD-MMM-YYYY format	This field displays the end date of the date range of the data retrieval file.
SEQ#	• required • system generated • read-only • primary key • incremental by 1 from 1	Sequence Number. This field displays the sequence number of the activity of the data retrieval file. A sequence number is assigned upon each data retrieval download attempt, with the same combination of ALC, region code and request date.

HDR CREATED	• required • system generated • read-only • DD-MMM-YYYY format	Header Created. This field displays the date a data retrieval file was created.
DOWNLOADED	• required • system generated • DD-MMM-YYYY format	This field displays the date a data retrieval file was downloaded.
INTERFACE STATUS	• required • system generated	This field displays the interface status of the data retrieval file record.
DOWNLOAD	• screen selection button	This button is used to download a data retrieval file that has failed its previous downloading attempt from the incoming file archiving directory.
SHOW ERROR	• screen selection button	This button allows users to see any error messages generated during the interface processing.
CANCEL	• screen selection button	This button is used to cancel a data retrieval file interface entry that has failed to be processed completely due to error conditions.
VIEW LOG	• screen selection button	This button allows users to view the log file of the selected data retrieval file interface entry.
VIEW FILE	• screen selection button	This button allows users to view the physical interface file of the selected data retrieval file interface entry.
REPORT	• screen selection button	This button allows users to preview and print out the ASAP Data Retrieval File Downloading Screen Report (SPDG113).

Using the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)

Introduction

This topic provides information about using the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202), including:

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, there must be downloaded ASAP transactions to view.

Procedure

Following are procedures to

- retrieve ASAP data

Retrieve ASAP data

Follow the steps in the table below to retrieve ASAP data

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202)
2	ALC	• ALC is displayed. Click down arrow to select ALC from drop down list. ***Result:*** Agency locations codes is displayed
3	ALL	Do you want to see all data retrieval files? • If *yes*, click on the **All** radio button ***Result:*** All data retrieval files are displayed. If *no*, go to step 4
4	PENDING	Do you want to view pending data retrieval files? • If *yes*, click on the **Pending** radio button ***Result:*** The pending data retrieval files are displayed. • If *no*, go to step 5.

5	MATURED	Do you want to view matured (completely posted or rejected) data retrieval files? • If *yes*, click on the **Matured** radio button ***Result:*** All matured data retrieval files are displayed. • If *no*, to step 5
6	FOR LAST DAY(S) TEXT BOX	Do you want to retrieve ASAP data files by timeframe? • If *yes*, click in field and enter the number of day's worth of data needing retrieval (the default is 1) • Go to step 7.
7	REFRESH	• Click the Refresh button after completing step 6 to query files by number of days entered. • ***Result:*** The records are displayed in the data files below.
8	VARIOUS FIELDS	The records are displayed in the data fields on the screen.
9	SHOW ERROR	• Click the **Show Error** screen selection button, when highlighted, to view error message. ***Result:*** The error message is displayed.
10	CANCEL	• Click the **Cancel** screen selection button to cancel queries entered. ***Result:*** The .current action is canceled
11	VIEW LOG	• Click the **View Log** screen selection button, when highlighted, to view the text file log for the selected file. ***Result:*** The text viewer is displayed.
12	VIEW FILE	• Click the **View File** screen selection button, when highlighted, to view the text file log for the selected file. ***Result:*** The text viewer is displayed
13	REPORT	• Click the **Report** screen selection button, to enter parameters to generate detailed report. ***Result:*** The ASAP Data Retrieval File Downloading Report Screen (SPDG113) is displayed.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message	User Action Required
Field is protected against update.	This error message is displayed if the user clicks on the greyed data fields in the detail tab. Greyed fields are not updateable.

ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202)

This section provides information about correcting posted transactions in the ASAP Interface module including

- about the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202), and
- using the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202)

About the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202)

Introduction

This topic provides information about the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202), including:

- purpose
- when to use
- accessing the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab screen (SPDG202)
- example of the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab screen (SPDG202)
- tasks involved, and
- field description table

Purpose

The ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab screen (SPDG202), requires users to validate ASAP transaction entries for each individual day in the interfaced date range, and to manually instruct the system to post retrieved ASAP transactions into CFS with general ledger entries when applicable for that particular day. If users reject ASAP transactions for one particular day, no posting is allowed for this set of ASAP transactions. However, other loaded ASAP transactions in the same date range are not affected; they can be individually validated and posted into CFS.

When to use

Use the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202) to view, validate, reject or manually instruct the system to post staged ASAP transactions into CFS with general ledger entries when applicable for that particular day.

Accessing the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202)

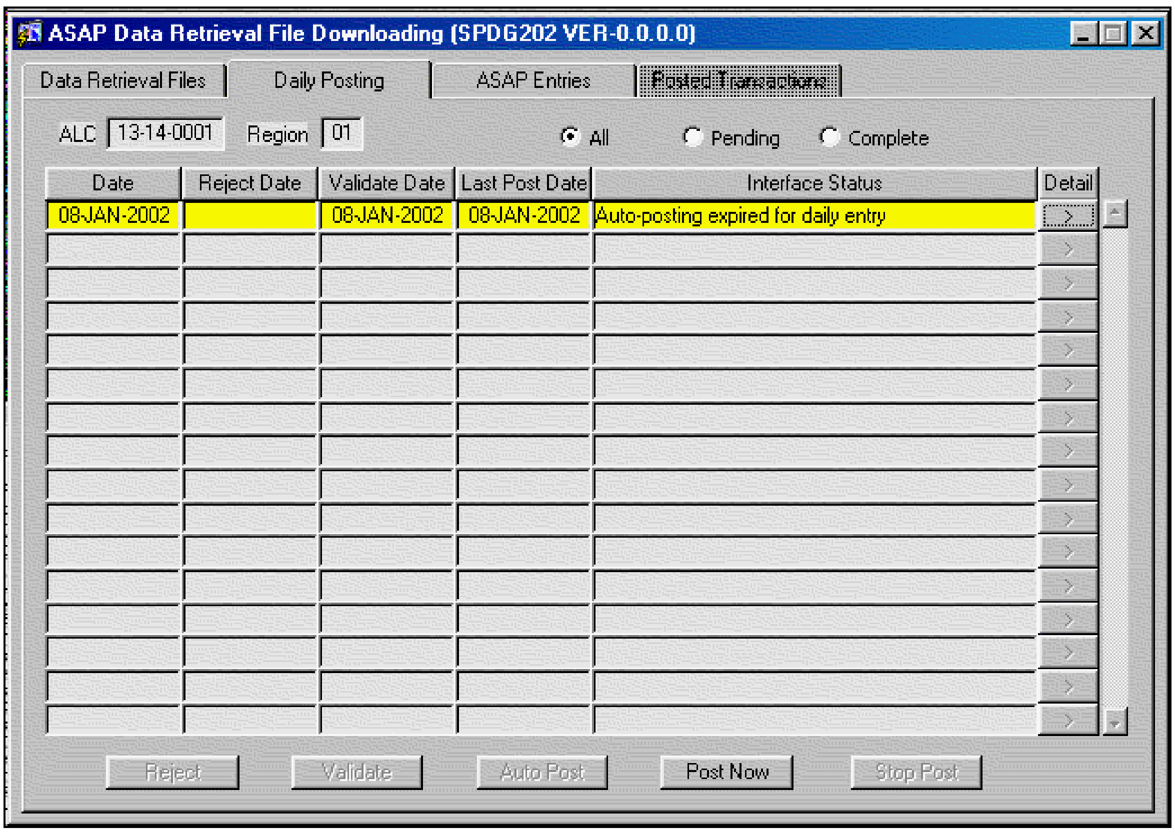
Follow the steps in the table below in the table below to access the screen.

Procedure Table

Step	Action
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Interface** folder.
3	Double-click **SPDG202-Data Retrieval File Download.** ***Result:*** The ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202) is displayed.
4	Click on the **Daily Posting** Tab ***Result:*** The ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202) is displayed.

Example of the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202)

An example of the screen is shown below.



ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202)

Tasks involved

Following are the major tasks involved for this screen:

- post ASAP data

Field description table

The table below describes each of the fields on the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202).

Field Description Table		
Field	**Type**	**Description**
ALC	• required • system-generated • read-only field • LOV	Agency Location Code. This field displays the ALC of the data retrieval file to be displayed.
DATE	• required • system-generated • read-only field • DD-MMM-YYYY format	This field displays the date of a daily validation and posting file of a data retrieval file in the date range of the data retrieval file.
REGION	• required • system-generated • read-only field	This field displays the region code for the region posting the data retrieval file.
ALL RADIO BUTTON	• required	Click on this radio button view all the data retrieval files.
PENDING RADIO BUTTON	• required	Click on this radio button view all pending data retrieval files.
COMPLETE RADIO BUTTON	• required	Click on this radio button view all completed data retrieval files.
DETAIL BUTTON	• required • system-generated	Users should click on the detail button of the data retrieval file for which they need to view the Daily Entry Posting Summary report.
REJECT DATE	• system generated • read-only • DD-MMM-YYYY format	This field displays the date on which the whole set of the interfaced ASAP transactions on the request date of a daily validation and posting file was rejected.
VALIDATE DATE	• system generated • read-only • DD-MMM-YYYY format	This field displays the date on which the whole set of the interfaced ASAP transactions on the request date of a daily validation and posting file was validated.
LAST POST DATE	• system generated • read-only • DD-MMM-YYYY format	This field displays the date on which the whole set of the interfaced ASAP transactions on the request date of a daily validation and posting file was posted.

INTERFACE STATUS	• required • read-only	This field displays the interface status of a daily validation and posting file of a data retrieval file. For example, a there will be a message stating that the daily entries are fully posted, pending, etc. The following messages are given: Daily entry rejected Daily entry pending for validation Daily entry validated Daily entry marked for posting Daily entry being posted Daily entry failed posting Daily entry posted successfully
REJECT	• screen selection button	This button rejects the selected file.
VALIDATE	• screen selection button	This button validates the selected file.
AUTO POST	• screen selection button	This button auto posts the selected file.
POST NOW	• screen selection button	This button posts the selected file immediately.
STOP POST	• screen selection button	This button stops auto posting of the selected file.

Using the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202)

Introduction

This topic provides information about using the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202), including:

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic there must be retrieved ASAP transactions. In order to validate a file, there must be an existing debit voucher or deposit ticket in the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004).

Note: The Daily Posting Tab will be grayed-out if there are no retrieved files to be posted.

Procedures

Following are procedures to

- post ASAP data

Post ASAP Data

Follow the steps in the table below in the table below to post ASAP data

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Data Retrieval File Downloading Screen ~ Daily Posting Tab (SPDG202)
2	ALC	ALC is displayed. ***Note*****:** The ALC is specified on the ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab. This screen displays the files for the ALC available for posting.
3	ALL	Do you want to view all files? • If *yes*, click the **All** radio button. ***Result:*** All files are displayed. • If *no*, go to step 4
4	PENDING	Do you want to view all files pending for posting? • If *yes*, click the **Pending** radio button. ***Result:*** The files pending for posting are displayed. • If *no*, go to step 5
5	COMPLETE	Do you want to view all files that have either been completely rejected or posted successfully? • If *yes*, click the **Complete** radio button. ***Result:*** All files pending files that have either been completely rejected or posted successfully are displayed. • If *no*, stop.
8	REJECT	Do you want to reject a file? • If *yes*, click the **Reject** screen selection button. ***Result:*** The rejected file is displayed, showing the date the action was taken, the reject date and, its interface status. Do you want to view the Detail Report? Click on the Detail button at the end of the record. ***Result:*** The Detail Report is displayed. If *no*, stop.

9	VALIDATE	Do you want to validate a file? If *yes*, • Click the **Validate** Button. You are asked if you want to validate this entry. If *yes*, • Click the **Yes** Button. ***Result:*** The file is validated, so long as you have created a debit voucher or deposit ticket. ***Note:*** If you have not created a debit voucher or deposit ticket in SPDG004, the following error message will be displayed: You will need to go to the SPDG004 screen and have created a debit voucher or deposit ticket before you begin.
10	DETAIL REPORT	Do you want to view the Detail Report? If *yes*, • Click on the **Detail** button at the end of the record. ***Result:*** The Detail Report is displayed: If *no*, stop.
11	AUTO POST	Do you want to auto post the record? If *yes*, • Click on the Auto Post button. ***Note:*** In order to use the Auto Post button you will first have to have set up an automatic posting time in the Posted Transactions screen STDG001, click on the Auto Post Button and it will be posted at the designated time. If not, the Auto Post and Stop Post buttons do not function. ***Result:*** The file will be auto posted at the designated time. If *no*, go to *step* 12.
12	POST NOW	Do you want to post the record now? If yes, • Click on the Post Now button. ***Result:*** The file will be posted immediately. If *no*, go to step 12.
13	STOP POST	Do you want to stop auto posting the file?

		If yes, • Click on the Stop Post button. ***Result:*** The file will not be auto posted at the designated time. If *no*, stop.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message	User Action Required
Field is protected against update.	This error message is displayed if the user clicks on the greyed data fields in the detail tab. Greyed fields are not updateable.

ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202)

This section provides information about correcting posted transactions in the ASAP Interface module including

- about the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202), and
- using the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202)

About the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202)

Introduction

This topic provides information about the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202), including:

- purpose
- when to use
- accessing the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202)
- example of the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202)
- tasks involved, and
- field description table

Purpose

The ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202) displays all the ASAP transactions occurring on a specific day. Recipient ID, account ID, reference number, transaction type, transaction ID, amount, suspense date and posted date are provided for each transaction.

Note: The user can determine if there is a need to use this screen by reviewing the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202). If the transaction is not posted (i.e., the POST column on the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202) is blank), the transaction should be viewed on the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005). If there is a pending transaction, the status on the Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202) will not show.

When to use

Use the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202) to view ASAP entries.

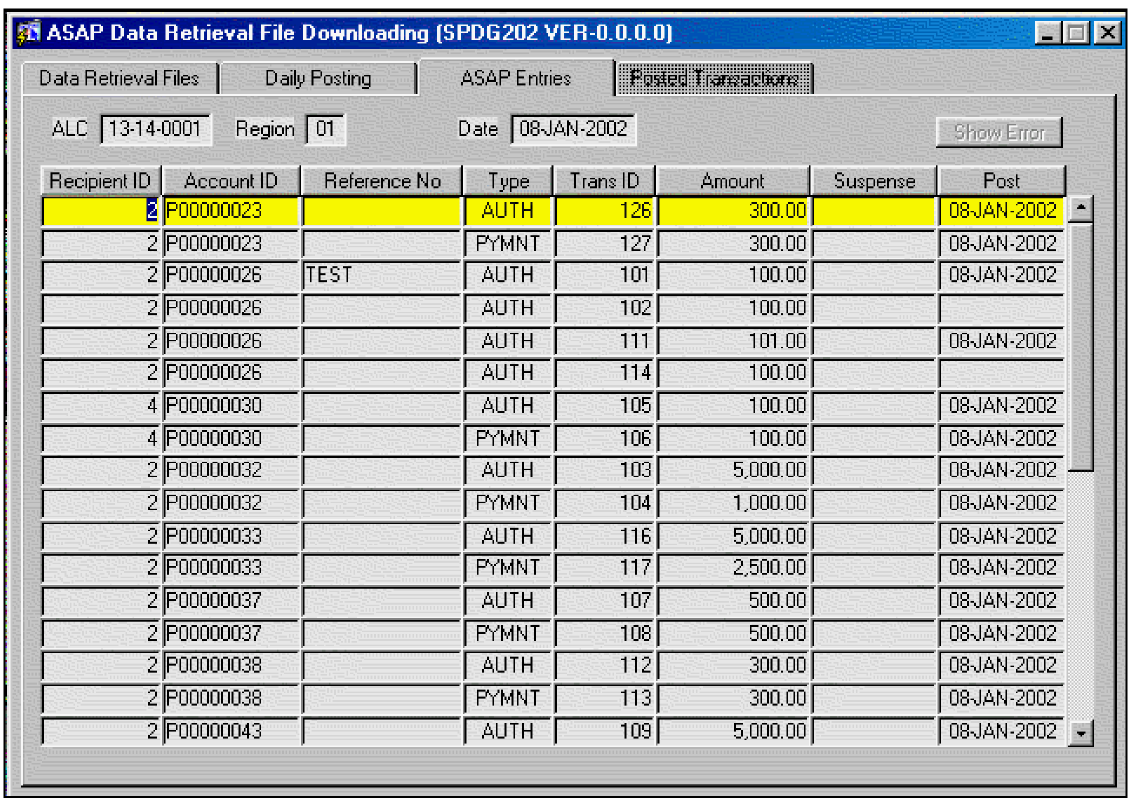
Accessing the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Interface** folder.
3	Double-click **SPDG202- Data Retrieval File Download**. ***Result:*** The ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202) is displayed.
4	Click the **ASAP Entries** Tab**.** ***Result:*** The ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202) is displayed.

Example of the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202)

An example of the screen is shown below.



ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202)

Tasks involved

Following are the major tasks for this screen:

- post ASAP entries

Note**:** Use the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004) to confirm and record debit voucher receipts and deposit ticket reports that are produced by the FRBR. This step needs to be completed before the SPDG202 data process retrieval report posting can be performed.

Field description table

The table below describes each of the fields on the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202).

Field Description Table		
Field	**Type**	**Description**
ALC	• required • system-generated • read-only	Agency Location Code. This field displays the ALC of the data retrieval file to be displayed.
REGION	• required • system-generated • read-only	This field displays the region of the data retrieval file to be displayed.
DATE	• required • system-generated • read-only • DD-MMM-YYYY Format	This field displays the date of the displayed data retrieval file.
RECIPIENT ID	• required • system-generated • read-only	This field displays the recipient ID of an interfaced ASAP transaction.
SHOW ERROR	• button	This button is only displayed when a posting error occurs.
ACCOUNT ID	• required • system generated • read-only	This field displays the ASAP account ID of an interfaced ASAP transaction.
REFERENCE NO.	• system generated • read-only	Reference Number. This field displays the reference number of an interfaced ASAP transaction.

TYPE	• required • system generated • read-only	This field displays the type of an interfaced ASAP transaction. Valid types are: AUTH (Authorization), PYMNT (Payment), ADJ (Adjustment) and REFUND (Refund).
TRANS ID	• required • system generated • read-only • primary key	Transaction ID. This field displays the CFS internal ID of an interfaced ASAP transaction.
AMOUNT	• required • system generated • read-only	This field displays the amount of an interfaced ASAP transaction.
SUSPENSE	• required • system generated • read-only • DD-MMM-YYYY Format	This field displays the date of an interfaced ASAP transaction that was posted into the suspense account.
POST	• required • system generated • read-only • DD-MMM-YYYY Format	This field displays the date an interfaced ASAP transaction was posted into its normal CFS accounts.

Using the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202)

Introduction

This topic provides information about using the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202), including:

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic there must be posted ASAP transactions to view.

Procedure

Following are procedures to

- view ASAP entries

View ASAP Entries

Follow the steps in the table below to view ASAP entries.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab.(SPDG202)
2	N/A	Do you want to view ASAP entries? If *yes*, *Click* on the Data Retrieval Tab screen and then click in the For Last Day(s) text box and type in the number of day's worth of data needing retrieval in the For Last Day(s) text box (the default is 1). Click on the Refresh button in the upper right-hand corner of the screen. ***Result:*** The data is retrieved. ***Note:*** All 6 buttons at the bottom of the screen are only visible if the file being viewed failed during the downloading process as in this case: If the file has been downloaded successfully, only the View Log, View File and, Report buttons will be available.
3	VARIOUS FIELDS	The records are displayed in the various data fields on the screen.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message	User Action Required
Field is protected against update.	This error message is displayed if the user clicks on the greyed data fields in the detail tab. Greyed fields are not updateable.

ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202)

This section provides information about correcting posted transactions in the ASAP Interface module including

- about the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202), and
- using the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202)

About the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202)

Introduction

This topic provides information about the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202), including:

- purpose
- when to use
- accessing the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202)
- example of the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202)
- tasks involved, and
- field description table

Purpose

The SPDG202 Posted Transactions Tab screen displays the detailed CFS posting records of an interfaced ASAP transaction. Information displayed on this screen includes control-level interfaced ASAP transaction information, as well as line item and MDL level amount distributions for the posted ASAP transaction.

When to use

Use the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202) to view the detailed CFS posting records of an interfaced ASAP transaction.

Accessing the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202)

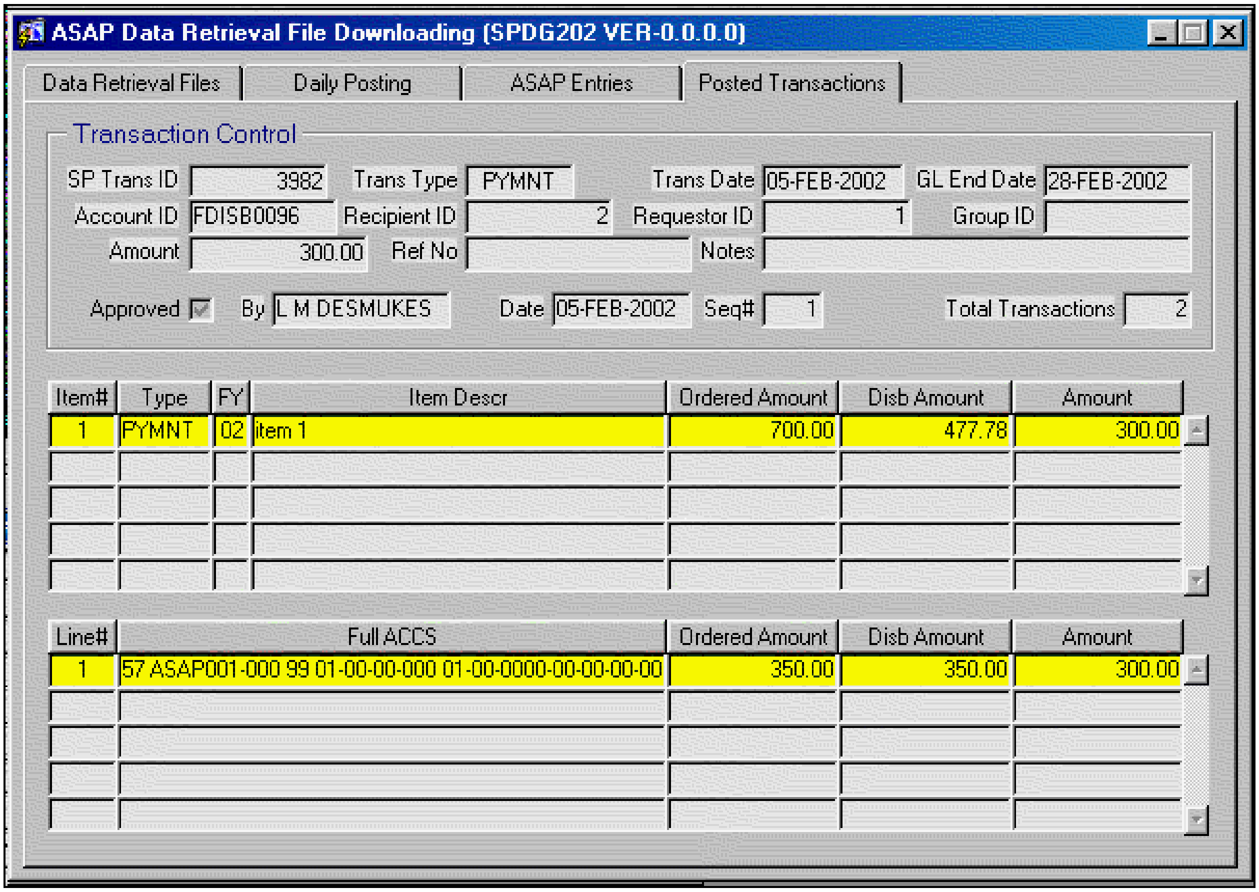
Follow the steps in the table below in the table below to access the screen.

Procedure Table	
Step	**Action**

1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Interface** folder.
3	Double-click **SPDG202 - Data Retrieval File Download** ***Result:*** The ASAP Data Retrieval File Downloading Screen ~ Data Retrieval Files Tab (SPDG202) is displayed.
4	Click on **Posted Transactions** Tab ***Result:*** The ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202) is displayed.

Example of the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202)

An example the screen is shown below.



ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202)

Tasks involved

Following are the major tasks for this screen

• view posted transactions

Field description table

The table below describes each of the fields on the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202).

Field Description Table		
Field	**Type**	**Description**
SP TRANS ID	• required • read only • primary key	Standard Payment Transaction ID. This field displays the CFS internal ID of a posted ASAP transaction.
TRANS TYPE	• required • system generated • read-only	Transaction Type. This field displays the type of a posted ASAP transaction. Valid types are: AUTH (Authorization), PYMNT (Payment), ADJ (Adjustment) and REFUND (Refund).
TRANS DATE	• required • system generated • read-only • DD-MMM-YYYY format	Transaction Date. This field displays the original Federal Reserve Bank of Richmond (FRBR) transaction date of a posted ASAP transaction.
GL END DATE	• required • system generated • read-only • primary key	general ledger (GL) End Date. This field displays the GL end date of a posted ASAP transaction.
ACCOUNT ID	• required • system generated • read-only	This field displays the ASAP account ID of a posted ASAP transaction.
RECIPIENT ID	• required • system generated • read-only	This field displays the recipient ID of a posted transaction.
REQUESTOR ID	• required • system generated • read-only	This field displays the recipient ID of a posted transaction.
GROUP ID	• displayed • click screen selection button • read-only	This field displays the group ID of a posted transaction.

AMOUNT	• displayed • click screen selection button • read-only	This field displays the amount of a posted ASAP transaction.
REF NO	• displayed • click screen selection button • read-only	Reference Number. This field displays the reference number of a posted ASAP transaction.
NOTES	• displayed • read-only	This field displays the notes of a posted ASAP transaction.
APPROVED	• required • system generated • read-only • check box	This field displays the approved flag of a posted ASAP transaction. The box is checked if the transaction is approved.
BY	• required • system generated • read-only	This field displays the name of the person who approved the posted ASAP transaction.
DATE	• required • system generated • read-only • DD-MMM-YYYY format	This field displays the date an ASAP transaction was posted.
SEQ#	• required • system generated • read-only • primary key	Sequence Number. This field displays the sequence number of a CFS posting or correction of an interfaced ASAP transaction.
TOTAL TRANSACTIONS	• required • system generated • read-only	This field displays the total number of CFS postings and corrections made on an interfaced ASAP transaction.
ITEM#	• required • system generated • read-only • primary key	Item Number. This field displays the item number of a distributed line item of a posted ASAP transaction.

TYPE	• required • system generated •	This field captures the item type of a distributed line item of a posted ASAP transaction. Valid types are: PYMNT (Payment), -PYMNT (Negative Payment), ADV (Advance), -ADV (Negative Advance), EAAPP (Estimated Accrual Applied) and SUSP (Suspense).
FY	• required	Fiscal Year. This field displays the fund code fiscal year of the related PO item of the ASAP grant.
ITEM DESCR	• required	Item Description. This field displays the concatenation of the PO item type and the first line of the PO item descriptions of a distributed line item of a posted ASAP transaction.
ORDERED AMOUNT	• required	This field displays the ordered amount of the PO item of a distributed line item of a posted ASAP transaction.
DISB AMOUNT	• required	Disbursed Amount. This field displays the disbursed amount of the PO item of a distributed line item of a posted ASAP transaction.
AMOUNT	• required	This field displays the amount of a distributed line item of a posted ASAP transaction.
LINE#	• required	Line Number. This field displays the line number of a distributed multiple distribution line (MDL) of a posted ASAP transaction.
FULL ACCS	• required •	Full Accounting Code Classification Structure (ACCS). This field displays the concatenation of all ACCS fields of a distributed multiple distribution line (MDL) of a posted ASAP transaction.
ORDERED AMOUNT	• required •	This field displays the ordered amount of the PO multiple distribution line (MDL) of a distributed MDL of a posted ASAP transaction.

DISB AMOUNT	• required	This field displays the disbursed amount of the PO multiple distribution line (MDL) of a distributed MDL of a posted ASAP transaction.
AMOUNT	• required	This field displays the amo unt of a distributed multiple distribution (MDL) of a posted ASAP transaction.

Using the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202)

Introduction

This topic provides information about using the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab (SPDG202), including:

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic there must be posted and interfaced ASAP transactions to view.

Procedure

Following are procedures to

- view posted transactions

View posted transactions

Follow the steps in the table below to view posted transactions.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Data Retrieval File Downloading Screen ~ Posted Transactions Tab.(SPDG202)
3	N/A	Do you want to view ASAP entries? • If *yes*, click on the Data Retrieval Tab screen and then click in the For Last Day(s) text box and type in the number of day's worth of data needing retrieval in the For Last Day(s) text box (the default is 1). click on the Refresh button in the upper right-

		hand corner of the screen. ***Result:*** The data is retrieved. Select file from the list that has the indicator status ‘File completely posted” and click **Posted Transactions** Tab ***Result:*** The detail is displayed in the data fields on the screen. • If *no*, *stop*.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message	User Action Required
Field is protected against update.	This error message is displayed if the user clicks on the greyed data fields in the detail tab. Greyed fields are not updateable.

Enter Payment and Deposit

Overview

Introduction

This chapter provides information about the Enter Payment and Deposit, including

- purpose
- in this part, and
- additional resources

Purpose

The purpose of this chapter is to provide

- an overview of the Enter Payment and Deposit Process
- descriptions of the task-related user screens
- procedures for completing each of the user screens, and
- guidance for troubleshooting and error messages

In this part

This part contains the following sections:

Process workflow and stages

Enter Payment and Deposit

Enter Payment and Deposit

ASAP Debit Voucher and Deposit Ticket Screen (SPDG004)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

For …	Refer to …
government accounting information	DoC Accounting Principles and Standards Handbook
the Financial Management Services ASAP Homepage	http://www.fms.treas.gov/asap/
the Treasury Finance Manual	http://www.fms.treas.gov
overview of ASAP	http://www.treas.gov/asap/asapoverview.htm
Interagency Electronic Grants Committee	http://www.iaegc.gov

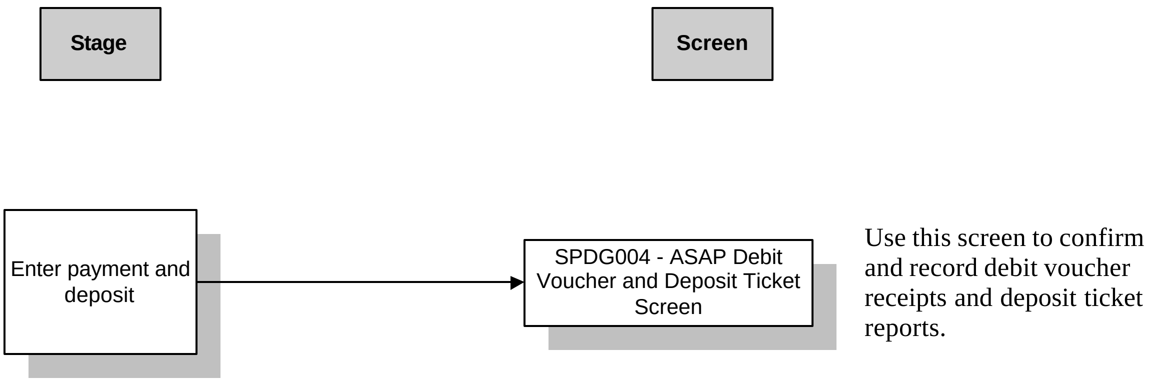
Enter Payment and Deposit

This section provides information about the Enter Payment and Deposit process, including

- process workflow, illustrating the high level flow, and
- process stages, describing each stage in the process.

Process workflow

The workflow model below presents a high-level overview of the Enter Payment and Deposit process.



Process stages

The table below describes what happens in each of the stages of the Enter Payment and Deposit process.

Process Stages	
Stage	**Description**
1	Are there deposit ticket reports? • When yes, enter deposit ticket report information. • When no, go to step 3.
2	• Are there debit voucher reports? • When yes, enter report showing debit voucher report information. • When no, go to step 3 (a zero entry needs to be entered indicating that no report has been received).
3	Have either deposit ticket or debit voucher been received? • When yes, review deposit ticket and debit voucher. • When no, go to step 1 and 2.

ASAP Debit Voucher and Deposit Ticket Screen (SPDG004)

This section provides information about the ASAP Debit Voucher and Deposit Ticket Screen, including

- about the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004), and
- using the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004)

About the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004)

Introduction

This topic provides information about the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004), including

- purpose
- when to use
- accessing the screen ASAP Debit Voucher and Deposit Ticket Screen (SPDG004)
- example of the screen ASAP Debit Voucher and Deposit Ticket Screen (SPDG004)
- tasks involved, and
- field/description table

Purpose

The purpose of the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004) is used to confirm and record the receipt of the debit voucher and deposit ticket reports produced by Federal Reserve Board of Richmond (FRBR).

When to use

Use the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004) to confirm and record debit voucher receipts and deposit ticket reports that are produced by the FRBR.

Note: This step needs to be completed before the SPG202 data process retrieval report posting can be performed. Also, days must be accounted for, even non-business days. If a date is not entered an error message will be displayed notifying the user of a “missed entry.”

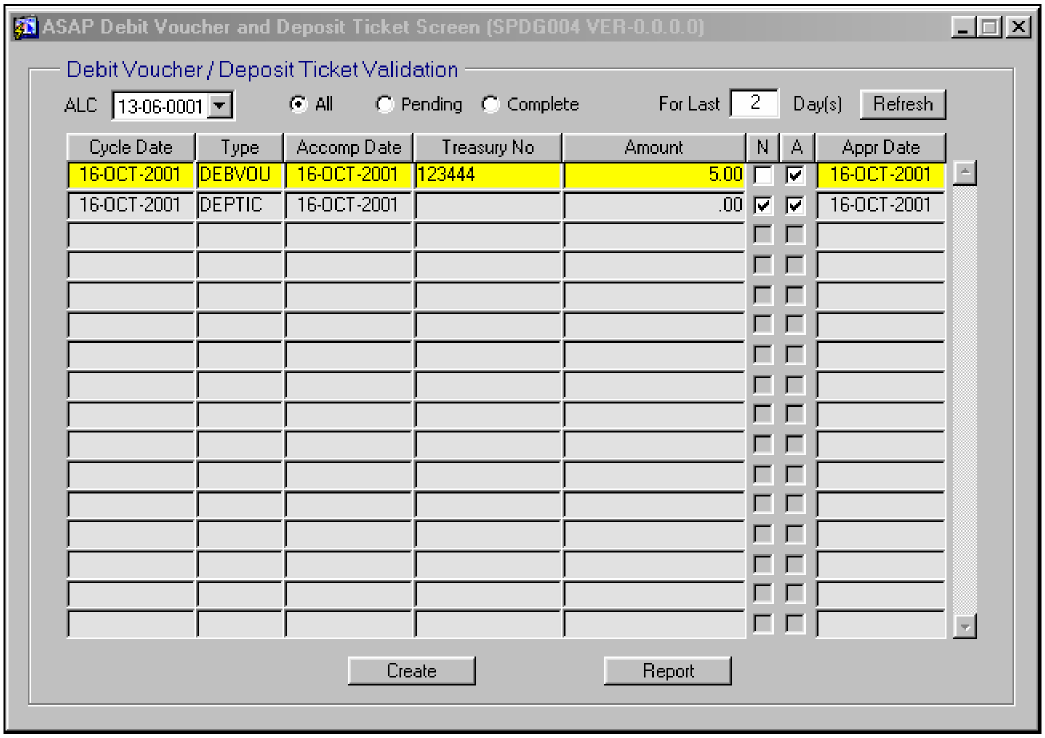
Accessing the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the navigation Dropdown menu, click the **ASAP Interfacing System** folder.
2	Click the **Transaction and Lookup** folder.
3	Double-click **SPDG004 – Daily Schedule Control.** ***Result:*** The ASAP Debit Voucher and Deposit Ticket Screen (SPDG004) is displayed.

Example of the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004)

An example of the screen is shown below.



ASAP Debit Voucher and Deposit Ticket Screen (SPDG004)

Tasks involved

The following major task is accomplished with the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004):

- To record and confirm debit voucher receipts and deposit ticket reports.

Field description table

The table below describes each of the fields on the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004).

Field Description Table		
Field	**Type**	**Description**
ALC	• Required • LOV	Displays the agency location code of the agency reporting the activity in the CASHLINK system.
FOR LAST	• Required • Positive integers • Defaults to 1	Displays the number of days in the past from which debit voucher and deposit ticket records are displayed.

CYCLE DATE	• Required • Manually entered	Displays the date of the activity being reported to FRBR.
TYPE	• Required • LOV	Displays the type of transaction that is being recorded – debit vouchers or deposit tickets.
ACCOMP DATE	• Required • System generated	Displays the date on which the payment settled or deposits were made.
TREASURY NO	• Required if "N" reporting flag is bland • Manually entered	Displays the number from the debit voucher and deposit ticket reports that are produced by the FRBR.
AMOUNT	• Required • System generated	Displays the sum of all payment amount made by ASAP for this agency location code (ALC) on the report date.
N	• Required • LOV	Negative. Indicates whether or not a report was received. If a Debit Voucher or Deposit Ticket Reports produced by FRBR report was received, the field should be left blank. If either or both reports were not received, the field must be checked to indicate that you have verified that no report was received.
A	• Required • LOV	Approved. Indicates whether or not a record has been validated or approved. If approved the field will be checked, if not, it will be blank.
APPROVED BY	• Required •	Displays the name of the person who approved the transaction.
APPR DATE	• System generated to system date	Displays the date the transaction was approved.

Using the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004)

Introduction

This topic provides information about using the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, you will need the following:

- a report from FRBR or the knowledge that one has not been received.

Procedure

Following is the procedure to

- Confirm and record the receipt of a debit voucher and deposit ticket report.

Confirm and record the receipt of a debit voucher and deposit ticket report

Follow the steps in the table below to confirm and record the receipt of a debit voucher and deposit ticket report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004).
2	ALC	• Click on the down arrow. ***Result:*** A list of ALC numbers is displayed. Select the appropriate ALC number. ***Result:*** The number selected is displayed.
3	FOR LAST	• Click on the down arrow. ***Result:*** A list of ALC numbers is displayed.
4	CYCLE DATE	• Click inside the cycle date field and type the date. ***Result:*** The date is displayed.
5	TYPE	• Click inside the type field and enter the type of transaction. ***Result:*** The type of transaction is displayed.
6	ACCOMP DATE	• Click inside the accomplished date field and enter the date. • **Note: all dates must be accounted for including non-business dates.** ***Result:*** The date is displayed.
7	TREASURY NO	• Click inside the Treasury number field and enter the number. ***Result:*** The Treasury number is displayed.
8	AMOUNT	• Click inside the amount field and enter the amount. ***Result:*** The amount is displayed.

9	N	• Click inside the N field. ***Result:*** If reports have been received the field is left blank. If reports have not been received a check mark is displayed.
10	A	• Click inside the A field. ***Result:*** If validated or approved a check mark is displayed.
11	APPROVED BY	• Click inside the approved by field and type the name of the person who approved the transaction. ***Result:*** The person's is displayed.
12	APPR DATE	• Click inside the approval date field and enter the approval date. ***Result:*** The date is displayed.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Invalid or inactive agency location code entered.	Enter a valid and active agency location code.
A cycle date must be entered.	Enter cycle date
Invalid schedule type entered.	Enter a valid schedule type.
An accomplished date must be entered.	Enter a valid accomplish date.
Interfaced amount does not match entered amount. Cannot approve.	Verify and enter the correct amount.

Process Corrections

Overview

Introduction

This chapter provides information about processing corrections using the ASAP Interface module, including

- purpose
- in this part, and
- additional resources

Purpose

The purpose of this chapter is to provide

- an overview of Processing Corrections process
- descriptions of task-related user screens
- procedures for completing each of the user screens, and
- guidance for troubleshooting and error messages

In this part

This part contains the following sections:

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

For …	Refer to …

government accounting information	DoC Accounting Principles and Standards Handbook
the Financial Management Services ASAP Homepage	http://www.fms.treas.gov/asap/
the Treasury Finance Manual	http://www.fms.treas.gov
overview of ASAP	http://www.treas.gov/asap/asapoverview.htm
Interagency Electronic Grants Committee	http://www.iaegc.gov

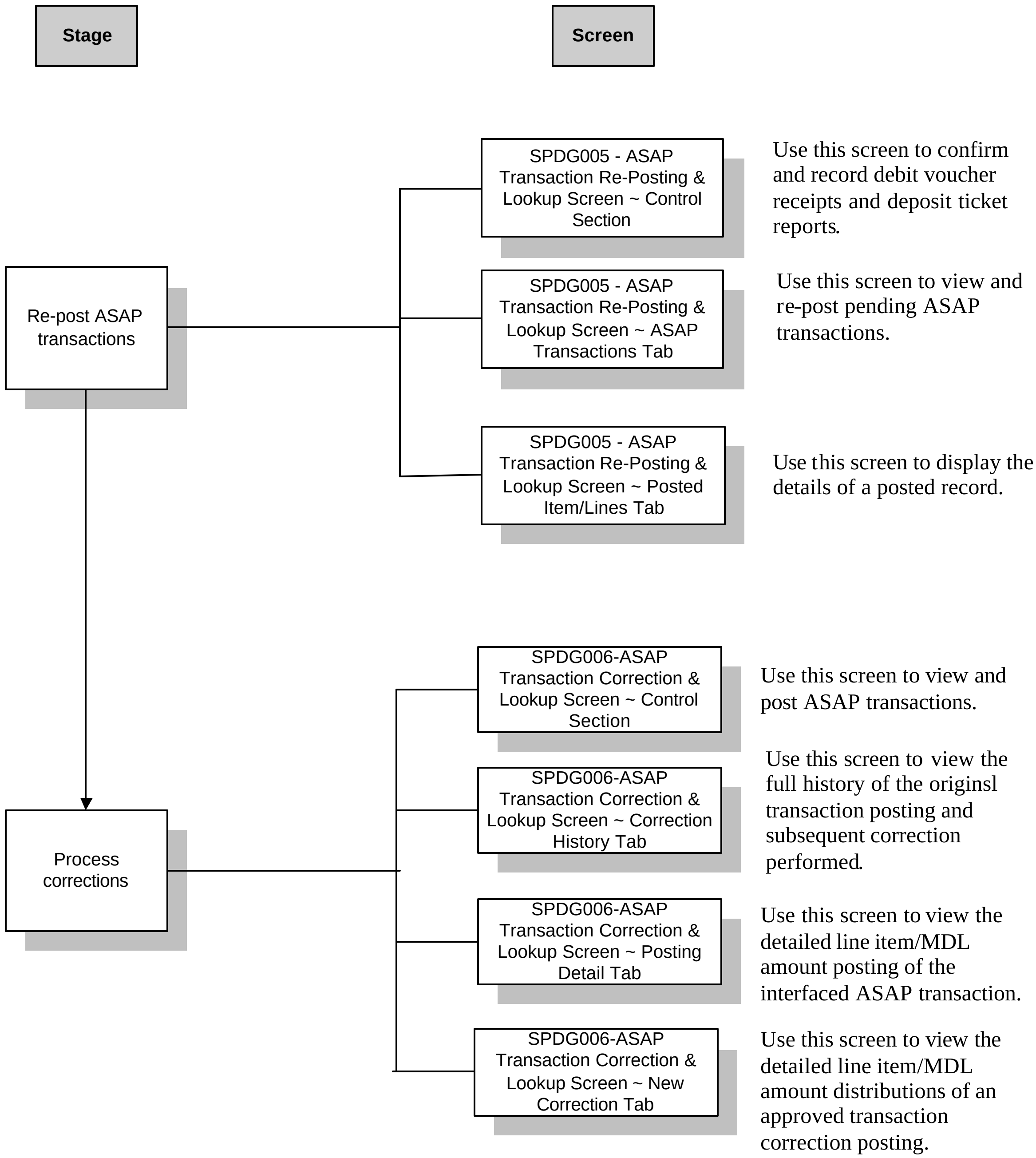
Process Corrections

This section provides information about the Process Corrections process, including

- process workflow, illustrating the high level flow, and
- process stages, describing each stage in the process.

Process workflow

The workflow model below presents a high-level overview of the Process Corrections process.



Process stages

The table below describes what happens in each of the stages of the Process Corrections process.

Process Stages	
Stage	**Description**

1	Are there pending ASAP transactions that need re-posting? • When yes, re-post transactions. • When no, go to next stage.
2	• Are there pending ASAP transactions to view? • When yes, view transactions. • When no, go to next step.
3	Is there data on a particular line in the control block that needs to be viewed? • When yes, view information. • When yes, go to next step.
4	Is there a posted transaction to display? • When yes, display the posted transaction. • When no, stop.

ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005)

This section provides information about transaction re-posting, including

- about the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005), and
- using the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005)

About the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005)

Introduction

This topic provides information about the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005), including

- purpose
- when to use
- accessing the screen ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005)
- example of the screen ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005)
- tasks involved, and
- field/description table

Purpose

The purpose of the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005) is to view and re-post pending ASAP transactions into CFS with the correct general ledger account-by-account basis.

Note: The system will automatically post transactions if possible putting them in the correct processing order for posting.

When to use

Use the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005) to view and re-post pending ASAP transactions.

Note: The user can determine if there is a need to use this screen by reviewing the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202). If the transaction is not posted (i.e., the POST column on the ASAP Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202) is blank), the transaction should be viewed on the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005). If there is a pending transaction, the status on the Data Retrieval File Downloading Screen ~ ASAP Entries Tab (SPDG202) will not show.

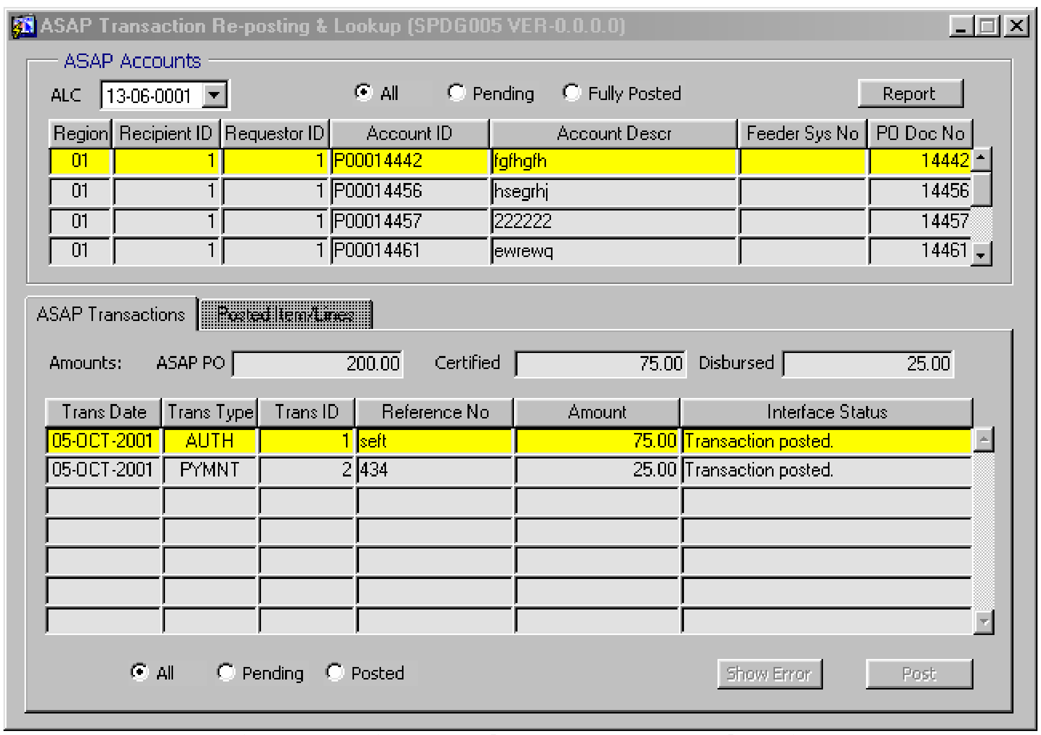
Accessing the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click the **ASAP Interfacing System** folder.
2	Click the **Transaction and Lookup** folder.
3	Double-click **SPDG005 – Transaction Re-Posting.** ***Result:*** The ASAP Transaction Re-Posting and Lookup Screen (SPDG005) is displayed

Example of the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005)

An example of the screen is shown below.



ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005):

- view and re-post pending ASAP transactions.

Field description table

The following table describes each of the fields on the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005).

Field Description Table		
Field	**Type**	**Description**
ALC	• system generated • field is read-only • LOV for query	This field shows the funding agency charged or credited.
REGION	• required • field is read-only	This field displays the region code.
RECIPIENT ID	• required • field is read-only	Identifies organization that is awarded a grant.
REQUESTOR ID	• required • field is read-only	Identifies organization that is awarded a grant.
ACCOUNT ID	• required • field is read-only	Displays the account identification.
ACCOUNT DESCR	• required • field is read-only	This field gives specific information related to the grant.
FEEDER SYS NO	• field is read-only	This field displays the feeder system number
PO DOC NO	• required • field id read-only	Displays the purchase order document number.

Using the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005)

Introduction

This topic provides information about using the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, you will need the following:

- an existing transaction.

Procedures

Following are procedures to

- view and re-post pending ASAP transactions.

View and re-post pending ASAP transactions

Follow the steps in the table below to view and re-post pending ASAP transactions.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Re-Posting & Lookup Screen ~ Control Section (SPDG005).
2	ALC	• Click on the down arrow. ***Result:*** A list of ALC numbers is displayed. • Select the appropriate ALC number. ***Result:*** The number selected is displayed.
3	REGION	• Click inside the region field and type the region code. ***Result:*** The code is displayed.
4	RECIPIENT ID	• Click inside the field and enter the recipient ID. ***Result:*** The number is displayed.
5	REQUESTOR ID	• Click inside the field and enter the requestor ID. ***Result:*** The number is displayed.
6	ACCOUNT ID	• Click inside the field and enter the account ID. ***Result:*** The number is displayed.
7	ACCOUNT DESCR	• Click inside the field and enter the account description. ***Result:*** The information is displayed.
8	FEEDER SYS NO	• Click inside the field and enter the feeder system number. ***Result:*** The number is displayed.
9	PO DOC NO	• Click inside the field and enter the PO DOC No. ***Result:*** The number is displayed.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update	Do not enter any information on this screen. The information on this screen cannot be modified or deleted.

ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005)

This section provides information about transaction re-posting, including

- about the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005), and
- using the ASAP Transaction Re-Posting & Lookup Screen ~ Transaction Tab (SPDG005)

About the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005)

Introduction

This topic provides information about the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005), including

- purpose
- when to use
- accessing the screen ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005)
- example of the screen ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005)
- tasks involved, and
- field/description table

Purpose

The purpose of the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005) is to view an/a authorization, payment, adjustment, or refund.

When to use

Use the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005) to view an/a authorization, payment, adjustment, or refund.

Accessing the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005)

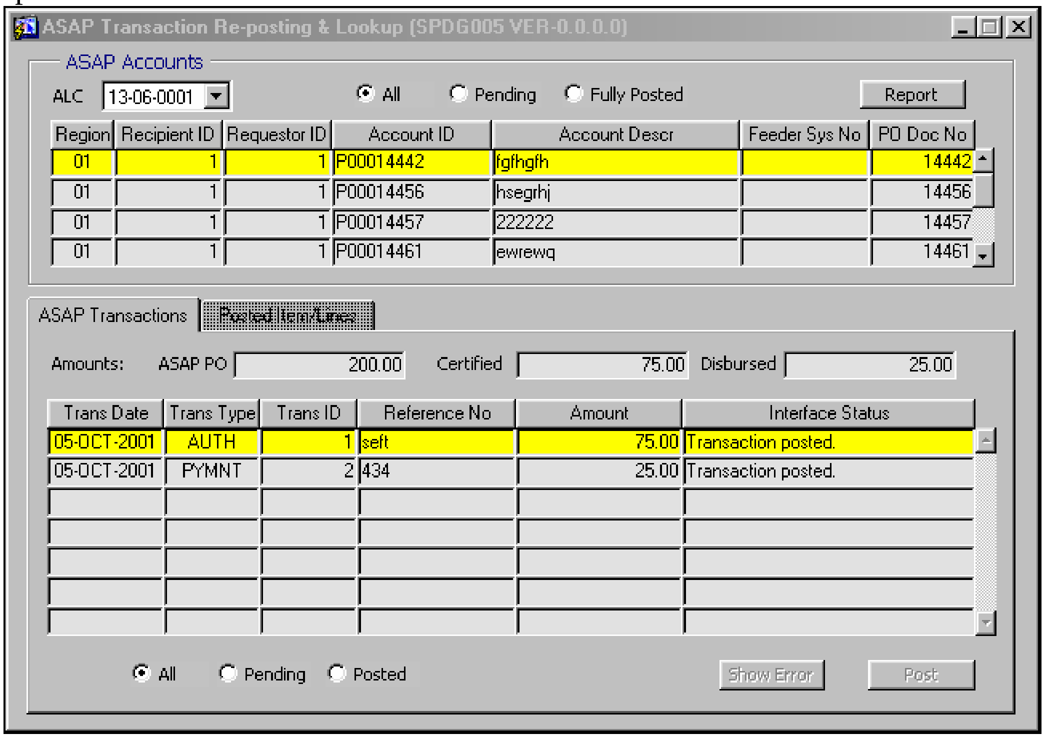
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click the **ASAP Interfacing System** folder.
2	Click the **Transaction and Lookup** folder.

3	Double-click **SPDG005 – Transaction Re-posting.** ***Result:*** The ASAP Transaction Re-Posting & Lookup Screen Transactions Tab (SPDG005) is displayed.

Example of the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005)

An example of the screen is shown below.



ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005)

Tasks involved

The following major task is accomplished with the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005):

- view an/a authorization, payment, adjustment, or refund.

Field description table

The following table describes each of the fields on the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005).

Field Description Table		
Field	**Type**	**Description**
AMOUNTS: ASAP PO	• required • system generated	This field displays the total PO amount of an ASAP grant.

CERTIFIED	• system generated	Displays the total certified amount of an ASAP grant.
DISBURSED	• system generated	Displays the disbursed amount of a grant PO.
TRANS DATE	• required • field is Read-only	Displays the original FRBR transaction date of an ASAP interface transaction.
TRANS TYPE	• required • field is Read-only	Displays the type of transaction e.g. PYMNT (Payment), ADJ (Adjustment), etc.
TRANS ID	• required • field is Read-only	Displays the CFS internal transaction ID of an interfaced ASAP transaction.
REFERENCE NO	• required • field is Read-only	Displays the transaction reference number.
AMOUNT	• required • field is Read-only	Displays the amount of an interfaced transaction.
INTERFACE STATUS	• system generated	Displays the status of an interfaced ASAP transaction.

Using the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005)

Introduction

This topic provides information about using the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, you will need the following:

- an/a authorization, payment, adjustment or refund.

Procedures

Following are procedures to

- view an/a authorization, payment, adjustment or refund.

View a transaction

Follow the steps in the table below to view an/a authorization, payment, adjustment, or refund.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005).

2	N/A	**Note: This screen is for viewing only. Therefore, when this screen is accessed the following fields are automatically displayed:** Amounts: ASAP PO, Certified, Disbursed, Trans Date, Trans Type, Trans ID, Reference No, Amount, Interface Status.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update	Do not enter any information on this screen. The information on this screen was entered on another screen.

ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005)

This section provides information about Posted Item/Lines, including

- about the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005), and
- using the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005)

About the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005)

Introduction

This topic provides information about the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005), including

- purpose
- when to use
- accessing the screen ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005)
- example of the screen ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005)
- tasks involved, and
- field/description table

Purpose

The purpose of the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005) is to display the details of the posted record selected on the ASAP Transactions Tab. Displayed information includes line item and multiple distribution line (MDL) level amount distributions for the posted ASAP transaction.

When to use

Use the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005) to view the details of a posted record selected on the ASAP Transaction Re-Posting & Lookup Screen ~ ASAP Transactions Tab (SPDG005).

Accessing the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005)

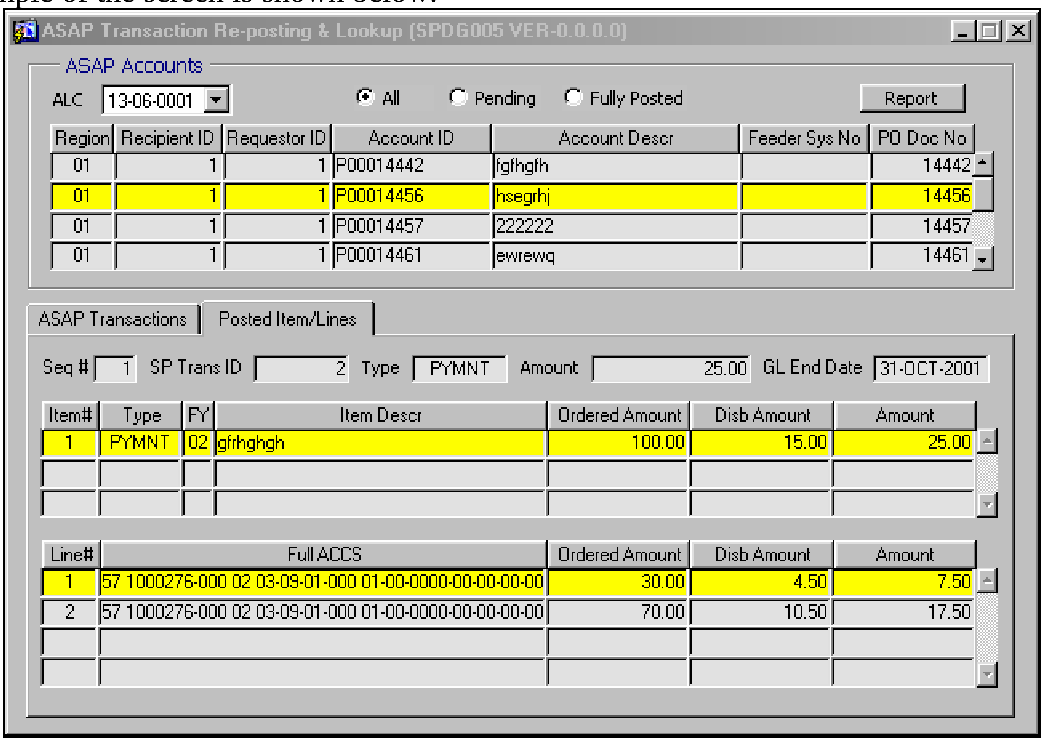
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click the **ASAP Interfacing System** folder.

2	Click the **Transaction and Lookup** folder.
3	Double-click **SPDG005 – Transaction Re-posting.** ***Result:*** The ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005) is displayed.

Example of the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005)

An example of the screen is shown below.



ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005)

Tasks involved

The following major task is accomplished with the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005):

- displays the record of a posted transaction.

Field description table

The following table describes each of the fields on the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005).

Field Description Table		
Field	**Type**	**Description**
SEQ #	• required • system generated	Displays the sequence number of a posted transaction.

SP TRANS ID	• required • system generated	Displays the CFS internal ID of a posted transaction for an interfaced ASAP transaction.
TYPE	• required • field is read-only	Displays the type of an interfaced ASAP transaction.
GL END DATE	• required • field is read-only • DD-MM-YYYY format	Displays the GL end date of a CFS transaction posting.
ITEM #	• required • field is read-only	Displays the item number of a distributed line item of a posted transaction.
TYPE	• required • field is read-only	Displays the item type of a distributed line item of a posted transaction e.g. PYMNT (Payment), ADV (Advance), etc.
FY	• required • system generated	Displays the fund code fiscal year of the related PO item of the ASAP grant.
ITEM DESCR	• required • system generated	Displays the PO item number and the first line of the PO item description.
ORDERED AMOUNT	• required • system generated	Displays the ordered amount of the PO item of a distributed line item of a posted transaction.
DISB AMOUNT	• required • system generated	Displays the disbursed amount of the PO item of a distributed line item of s posted transaction.
AMOUNT	• required • field is read-only	Displays the distributed amount of a line item of a posted transaction.
LINE #	• required • field is read-only	Displays the MDL number of a distributed MDL of a posted transaction.
FULL ACCS	• required • system generated	Displays all ACCS fields of a distributed MDL of a posted transaction
ORDERED AMOUNT	• required • system generated	Displays the ordered amount of the PO MDL of a distributed MDL of a posted transaction.
DISB AMOUNT	• required • system generated	Displays the disbursed amount of the PO MDL of a distributed MDL of a posted transaction
AMOUNT	• required • field is read-only	Displays the amount of an interfaced ASAP transaction.

Using the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005)

Introduction

This topic provides information about using the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, you will need the following:

- there has to be a posted transaction.

Procedures

Following are procedures to

- view details of a posted transaction.

View details of a posted transaction

Follow the steps in the table below to view details of a posted transaction.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Re-Posting & Lookup Screen ~ Posted Item/Lines Tab (SPDG005).
2	N/A	**Note: This screen is for viewing only. Therefore, when this screen is accessed the following fields are automatically displayed:** Seq #, SP Trans ID, Type, GL End Date, Item #, Type, FY, Item Descr, Ordered Amount, Disb Amount, Amount, Line #, Full ACCS, Ordered Amount, Disb Amount, and Amount.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update	Do not enter any information on this screen. The information on this screen was entered on another screen.

ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006)

This section contains information about the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006), including

- about the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006), and
- using the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006)

About the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006)

Introduction

This topic provides information about the ASAP Transaction Correction & Lookup screen ~ Control Section (SPDG006), including

- purpose
- when to use
- accessing the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006)
- example of the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006) allows the user to view transaction history, query and run reports on posted ASAP authorization, payment, adjustment and refund transactions. The fields in the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006) are not updateable and cannot be modified when viewing transaction history, but values can be entered in specific fields in order to query records.

***Note*:** the net effect will always be zero.

When to use

Use the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006) to query ASAP authorizations, payments, adjustments, and refunds. The first record found in the query will display in the lower detail portion of the screen (on the tab currently selected). You can also use the Report button in this section to enter report parameters for the ASAP Transaction Corrections Report (SPDG116).

***Note*:** you must have multiple (more than one) item or line to make corrections unless changing GL End date only.

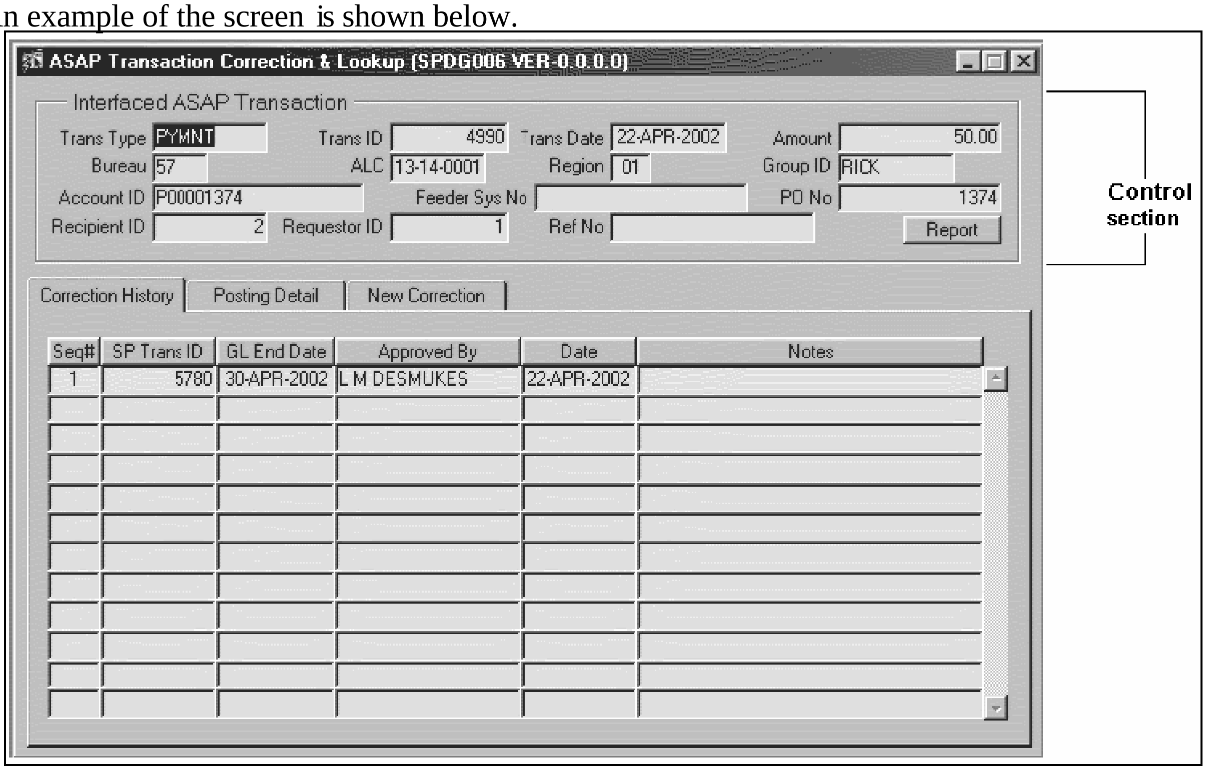
Accessing the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Transaction and Lookup** folder.
3	Double-click **SPDG006 – Transaction Correction** ***Result:*** The ASAP Transaction Correction & Lookup Screen (SPDG006) is displayed. Note: The **Control Section** is identified below.

Example of the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006)

An example of the screen is shown below.



ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006):

- query specific record
- query group of transaction records, and
- query report

Field description table

The following table describes the fields in the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006).

Field Description Table		
Field	**Type**	**Description**
TRANS TYPE	• required, and • not updateable	Transaction Type. This field displays the type of the interfaced ASAP transaction. Valid types are: AUTH (Authorization), PYMNT (Payment), ADJ (Adjustment) and REFUND.
TRANS ID	• primary key • required • system-generated, and • not updateable	Transaction ID. This field displays the CFS transaction ID of an interfaced ASAP transaction.
TRANS DATE	• required, and • system-generated	Transaction Date. This field displays the original FRBR transaction date of an interfaced ASAP transaction in DD-MON-YYYY format.
AMOUNT	• required • system-generated, and • not updateable	This field displays the amount of an interfaced ASAP transaction.
BUREAU	• required • system-generated, and • read-only field	This field displays the bureau code of an interfaced ASAP transaction.
ALC	• required • system-generated, and • not updateable	Agency Location Code. The 8-digit number used for the grant transactions, representing the funding agency charged or credited.

Field Description Table		
REGION	• required • system-generated, and • not updateable	The 2-digit Region Code provides the ability to group transactions at a lower level than the bureau level. Some bureaus have multiple regions. ***Note:*** If a region code is going to be used, it must be submitted to FRBR in writing when initially registering for ASAP.
GROUP ID	• required • system-generated, and • not updateable	This field displays the group ID of an interfaced ASAP transaction. This number is assigned by the system to facilitate the process of retrieving accounts for authorization entries.
ACCOUNT ID	• required • system-generated, and • not updateable	This field displays the account ID of an interfaced ASAP transaction.
FEEDER SYS	• system-generated, and • not updateable	Feeder System Number. This field displays the number of another feeder system associated with an interfaced ASAP transaction. It is a unique document number generated by the other system, normally a grants management system. Note: If this number is not generated by the other system, it can be manually entered using the Purchase Order Transaction Screen (FM040) or Purchase Order Screen (FM041). **Reviewer note**: These screen names will be hyperlinked.
PO NO	• required • system-generated, and • not updateable	Purchase Order (PO) Number. This field displays the PO document number of an interfaced ASAP transaction.
RECEIPIENT ID	• required • system-generated, and • not updateable	This field displays the Recipient ID of an interfaced ASAP transaction. It identifies an organization in the ASAP system that is awarded the grant. This number is entered when the grant is established in ASAP.

Field Description Table		
REQUETOR ID	• required • system-generated, and • not updateable	This field displays the Requestor ID of an interfaced ASAP transaction. It identifies an organization in the ASAP system that requests the funds for the recipient. In some cases, the recipient and requestor will be the same entity and may have the same ID.
REF NO	• system-generated, and • not updateable	Reference Number. This field displays the system-generated reference number of an interfaced ASAP transaction.
REPORT	• screen selection button	This button launches the ASAP Transaction Corrections Report (SPDG116) parameter screen which allows the user to query, view and print a transaction correction report.

Using the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006)

Introduction

This topic provides information about how to use the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, there must be an existing posted ASAP interface transaction and there must be data available for any group of transactions queried.

Procedures

Following are procedures to

- query specific record
- query group of transaction records, and
- query report

Query specific record

Follow the steps in the table below to query specific record.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006).

2	ENTER QUERY	• Click the **Enter Query** button on the tool bar. • • ***Result:*** All of the greyed fields in control section will turn white and values may be entered. • **Note**: If the user attempts to update fields prior to selecting the Enter Query button, an error message will be displayed indicating the field cannot be updated.
3	TRANS TYPE	• Double-click in the field. ***Result:*** A LOV is displayed. • Select the appropriate code ***Result:*** The transaction type code is displayed.
4	TRANS ID	• Double-click in the field. ***Result:*** A LOV is displayed. • Select the appropriate code ***Result:*** The transaction type code is displayed.
5	TRANS DATE	• Double-click in the field. ***Result:*** A LOV is displayed. • Select the appropriate code ***Result:*** The transaction type code is displayed.
6	AMOUNT	• Double-click in the field and enter amount in 99,999,999,990,90 format ***Result:*** The amount is displayed.
7	BUREAU	• Click in the field and enter the 2-digit number. ***Result:*** The bureau code is displayed.
8	ALC	• Click in the field and enter the 8-digit number. ***Result:*** The agency location code is displayed.
9	REGION	• Click in the field and enter the 2-digit number. ***Result:*** The region number is displayed.

10	ACCOUNT ID	• Double-click in the field. ***Result:*** A LOV is displayed. • Select the appropriate ID number ***Result:*** The account identification number is displayed.
11	FEEDER SYS	• Click in the field and 18 character number. ***Result:*** The feeder system number is displayed.
12	PO NO	• Double-click in the field. ***Result:*** A LOV is displayed. • Select the appropriate number ***Result:*** The PO document number is displayed.
13	RECIPIENT	• Click in the field and enter 7 digit number. ***Result:*** The recipient identification number is displayed.
14	REQUESTOR ID	• Click in the field and enter 7-digit number. ***Result:*** The requestor identification number is displayed.
15	REF NO	• Click in the field and enter 15-digit number. ***Result:*** The reference number is displayed.
16	EXECUTE QUERY	• Click the **Execute Query** button on the tool bar. • ***Result:*** The transaction data is displayed in the various tabs.

Query group of transaction records

Follow the steps in the table below to query group of transaction records.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006).

2	ENTER QUERY	• Click the **Enter Query** button on the tool bar. • • ***Result:*** All of the greyed fields in control section will turn white and values may be entered. • **Note**: If the user attempts to update fields prior to selecting the Enter Query button, an error message will be displayed indicating the field cannot be updated.
3	GROUP ID	• Click in the field and enter the ID number ***Result:*** The group identification number is displayed.
4	EXECUTE QUERY	• Click the **Execute Query** button on the tool bar. • ***Result:*** The transaction data is displayed in the various tabs.

Query report

Follow the steps in the table below to query report of transaction corrections.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006).
2	REPORT	• Click the **Report** screen selection button **Result:** The ASAP Transaction Correction Report Screen (SPDG116) is displayed.
3	N/A	• Click in fields and enter parameters • ***Result:*** The ASAP Transaction Correction Report is displayed.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update.	You cannot enter data in the control section at any time other than during a lookup. If you are attempting to do a lookup, select the Enter Query button first.

Invalid ______________. Query not issued.	The system could not look up the record(s) based on the information provided, because there was no record that contained the value entered. Enter a value that is correct for the record(s) queried, if you do not know it, try your query based on another field in the control section.

ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006)

This section provides information about correcting posted transactions in the ASAP Interface module including

- about the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006), and
- using the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006)

About the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006)

Introduction

This topic provides information about the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006), including:

- purpose
- when to use
- accessing the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006)
- example of the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006) allows the user to view the history of all previously performed corrections on any given ASAP transaction and any text messages noted with the correction. The screen displays the full history of the original transaction posting and any subsequent corrections performed on the interfaced ASAP transaction.

When to use

Use the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006) to view the GL End Date, Approver ID and Approval date of corrected ASAP transactions listed by sequence number and Standard Payment (SP) Transaction ID.

Note: ASAP transactions cannot be edited in this tab; the fields on this screen are view-only and not updateable. Use ASAP Transaction Correction & Lookup Screen ~ New Correction Tab to update fields.

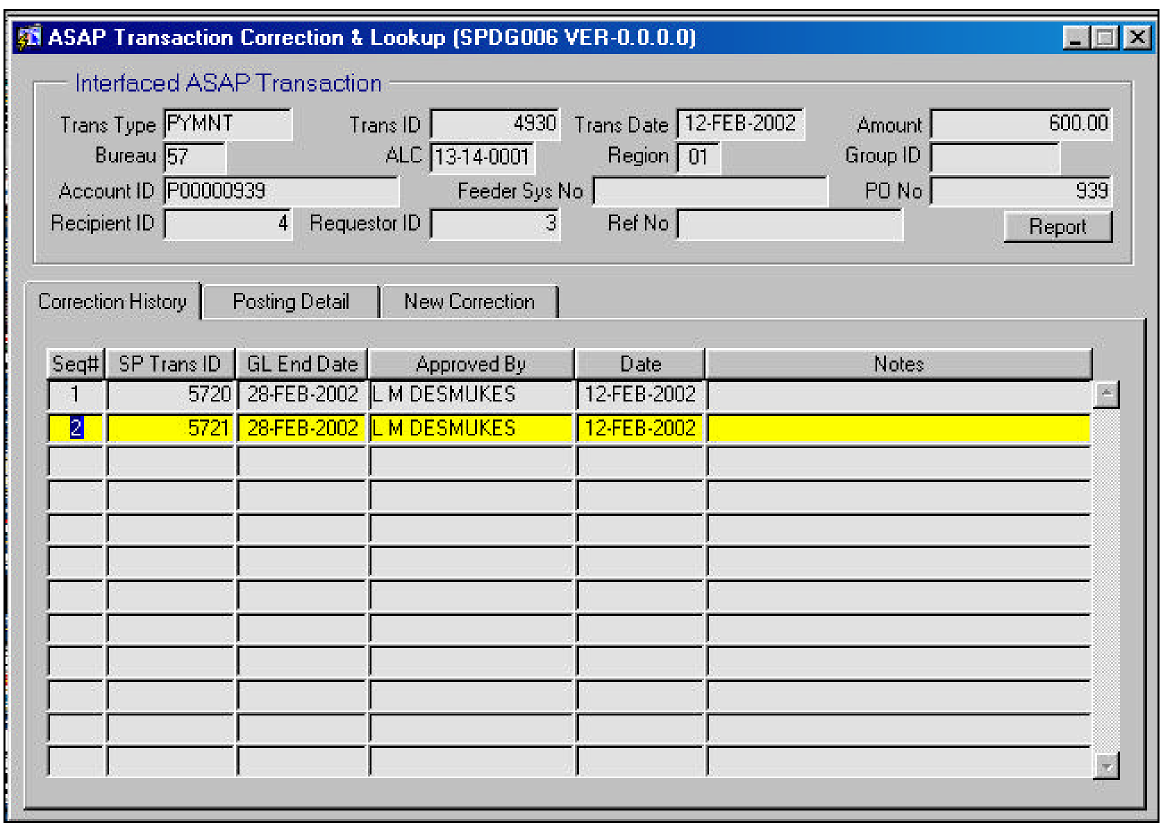
Accessing the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Transaction and Lookup** folder.
3	Double-click **SPDG006 – Transaction Correction** ***Result:*** The ASAP Transaction Correction & Lookup Screen (SPDG006) is displayed.
4	Click on **Correction History** Tab ***Result:*** The ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006) is displayed.

Example of the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006)

An example of the screen is shown below.



ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006)

- view correction history

Field description table

The table below describes each of the fields on the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006).

Field Description Table		
Field	**Type**	**Description**
SEQ #	• displayed • system generated, and • not updateable	This field displays the system generated sequence number of a posted transaction.
SP TRANS ID	• displayed • system generated, and • not updateable	This field displays the system generated internal Standard Payment Transaction ID.
GL END DATE	• displayed, and • not updateable	This field identifies the GL end date of a pending un-approved transaction posting in DD-MON-YYYY format.
APPROVED BY	• displayed, and • not updateable	This field displays the name of the person who approved a transaction posting or correction.
DATE	• displayed, and • not updateable	This field displays the system generated approval date in DD-MON-YYYY format.
NOTES	• displayed, and • not updateable	This field displays the text message entered in the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006) noting the reason for correction, if necessary.

Using the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006)

Introduction

This topic provides information about using the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006), including:

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic there must be posted and interfaced ASAP transactions to view.

Procedure

Following is the procedure to

- view correction history

View correction history

Follow the steps in the table below to view correction history.

Procedure Table		
Step	**Field**	**Action**
1	n/a	Access the ASAP Transaction Correction & Lookup Screen ~ Correction History Tab (SPDG006).
2	N/A	**Note: This screen is for viewing only. Therefore, when this screen is accessed the following fields are automatically displayed:** Seq #, SP Trans ID, GL End Date, Approved By, Date, Notes.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update.	This error message will be displayed if the user double clicks on greyed fields that have data displayed. All of the fields in this Tab are view only and not updateable.
You cannot create records here.	This error message will be displayed if the user double clicks on greyed fields that have no data displayed. All of the fields in this Tab are view only and not updateable.

ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006)

This section provides information about correcting posted transactions in the ASAP Interface module including

- about the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006), and
- using the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006)

About the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006)

Introduction

This topic provides information about the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006), including:

- purpose
- when to use
- accessing the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006)
- example of the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006) allows the user to view the original posting detail of an unapproved interfaced ASAP transaction. The detailed line item/MDL amount distributions of the current postings of interfaced ASAP transactions are displayed, but not updateable, from this screen.

When to use

Use the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006) to view the history of the interfaced transaction posting or a correction selected in the control section.

Note: ASAP transactions cannot be edited in this tab; the fields on this screen are view-only and not updateable. Use ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006) to update fields.

Accessing the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006)

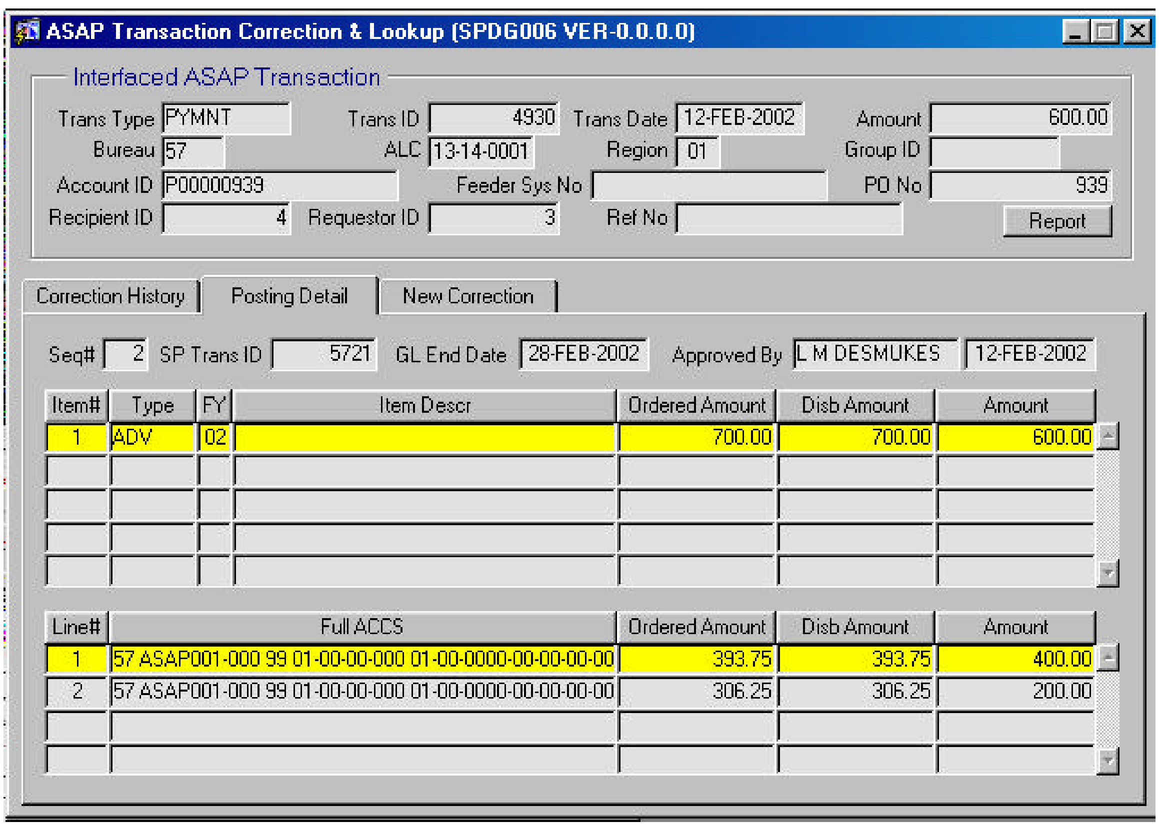
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**

1	From the Navigation Dropdown menu, click the **ASAP Interfacing System** folder.
2	Click the **Transaction and Lookup** folder
3	Double-click **SPDG006 – Transaction Correction** folder ***Result:*** The ASAP Transaction Correction & Lookup Screen (SPDG006) is displayed.
4	Click on the **Posting Detail** Tab ***Result:*** The ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006) is displayed.

Example of the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006)

An example of the screen is shown below.



Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006)

- view posting detail

Field description table

The following table describes the fields in the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006).

Field Description Table		
Field	**Type**	**Description**
SEQ #	• displayed, and • not updateable	Sequence Number. This field displays the system generated sequence number of a posted transaction or correction.
SP TRANS ID	• displayed, and • not updateable	Standard Payment Transaction Identification. This field displays the system generated internal SP Transaction ID number.
GL END DATE	• displayed, and • not updateable	This field identifies the GL end date of a pending un-approved transaction posting. Must be in DD-MON-YYYY format.
APPROVED BY	• displayed, and • not updateable	This field displays the name of the person who posted a transaction posting or correction.
ITEM #	• displayed, and • not updateable	This field displays the item number of a distributed line item of a posted transaction or correction.
TYPE	• displayed, and • not updateable	This field displays the item type of a distributed line item of a posted ASAP transaction or correction.
FY	• displayed, and • not updateable	This field displays the fund cod fiscal year of the related PO item of the ASAP grant.
ITEM DESCR	• displayed, and • not updateable	Item Description. This field displays the PO item type and the first line of the PO item description.
ORDERED AMOUNT	• displayed, and • not updateable	This field displays the ordered amount of the PO item of a distributed line item of a posted ASAP transaction or correction.
DISB AMOUNT	• displayed, and • not updateable	Disburse Amount. This field displays the disbursed amount of the PO item of a distributed line item of a posted ASAP transaction or correction.
AMOUNT	• displayed, and • not updateable	This field displays the distributed amount of a line item of a posted ASAP transaction or correction.

LINE #	• displayed, and • not updateable	This field displays the MDL number of a distributed MDL of a posted ASAP transaction or correction.
FULL ACCS	• displayed, and • not updateable	This field displays all ACCS fields of a distributed MDL of a posted ASAP transaction or correction.
ORDERED AMOUNT	• displayed, and • not updateable	This field displays the ordered amount of the Purchase Order MDL of a distributed MDL of a posted ASAP transaction or correction
DISB AMOUNT	• displayed, and • not updateable	Disbursed Amount. This field displays the disbursed amount of the PO MDL of a distributed MDL of a posted ASAP transaction or correction.
AMOUNT	• displayed, and • not updateable	This field displays the distributed amount of a line item of a posted ASAP transaction or correction.

Using the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006)

Introduction

This topic provides information about using the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006), including:

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, you will to select an interfaced ASAP transaction to view in the SPDG006 control section.

Procedure

Following is the procedure to

- view posting detail

View posting detail

Follow the steps in the table below to view posting detail.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Correction & Lookup Screen ~ Posting Detail Tab (SPDG006).

2	N/A	**Note: This screen is for viewing only. Therefore, when this screen is accessed the following fields are automatically displayed:** Seq#, SP Trans ID, GL End Date, Approved By, Item #, Type, FY, Item Descr, Ordered Amount, Disb Amount, Amount, Line #, Full ACCS, Ordered Amount, Disb Amount, Amount.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update.	The fields in this Tab are view only and not updateable. This error message will be displayed if the user double clicks on these greyed fields.
You cannot create records here.	This error message will be displayed if the user double clicks on greyed fields that have no data displayed. All of the fields in this Tab are view only and not updateable.

ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)

This section provides information about correcting posted transactions in the ASAP Interface module including

- about the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006), and
- using the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)

About the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)

Introduction

This topic provides information about the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006), including:

- purpose
- when to use
- accessing the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)
- example of the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006) allows users to view and make corrections to posted ASAP transactions. Corrected transactions that are pending can also be submitted for approval from this screen.

When to use

Use the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006) to view the unapproved ASAP transaction, redistribute the line item and multiple distribution line (MDL) amounts of the transaction, or change the general ledger end dates of transactions. Users may only correct a previously posted transaction of an interfaced ASAP transaction.

Accessing the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)

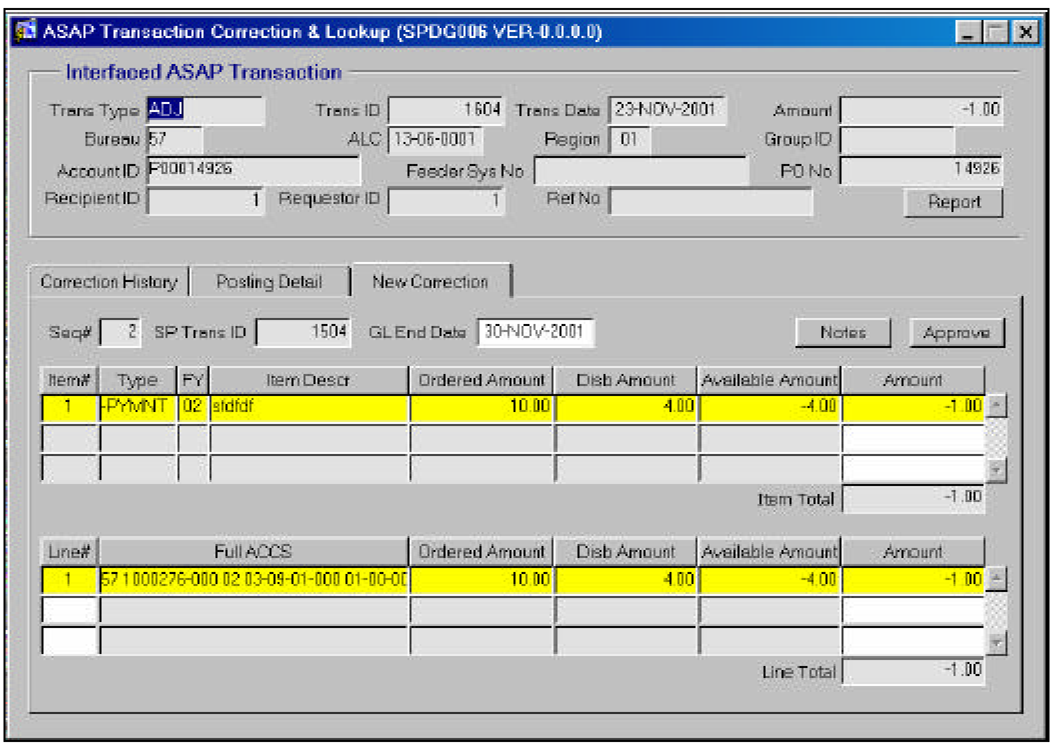
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**

1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Transaction and Lookup** folder.
3	Double-click **SPDG006 – Transaction Correction** ***Result:*** ASAP Transaction Correction & Lookup Screen (SPDG006) is displayed.
4	Click on **New Correction** Tab ***Result:*** The ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006) is displayed.

Example of the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)

An example of the screen is shown below.



ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)

- correct line item number/MDL amount
- correct GL end date, and
- approve transaction correction

Field description table

The table below describes each of the fields on the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)

Field Description Table		
Field	**Type**	**Description**
SEQ #	• displayed, and • system generated	Sequence Number. This field displays the system generated sequence number of a posted transaction.
SP TRANS ID	• displayed • system generated, and	Standard Payment Transaction Identification. This field displays the system generated internal SP Transaction ID number.
GL END DATE	• displayed, and • LOV available	This field identifies the GL end date of a pending un-approved transaction posting. Must be in DD-MON-YYYY format.
NOTES	• text box, and • displayed	This field displays the text message noting the reason for correction.
APPROVE	• screen selection button, and • displayed	This button allows the users to approve a transaction correction of an interfaced ASAP transaction.
ITEM #	• displayed, and • updateable	This field displays the item number of a distributed line item of a posted transaction or correction.
TYPE	• displayed, and • updateable	This field displays the item type of a distributed line item of a posted ASAP transaction or correction.
FY	• displayed, and • not updateable	This field displays the fund cod fiscal year of the related PO item of the ASAP grant.
ITEM DESCR	• displayed, and • not updateable	Item Description. This field displays the PO item type and the first line of the PO item description.
ORDERED AMOUNT	• displayed, and • not updateable	Displays the ordered amount of the PO item of a distributed line item of a posted ASAP transaction or correction.
DISB AMOUNT	• displayed, and • not updateable	Disburse Amount. Displays the disbursed amount of the PO item of a distributed line item of a posted ASAP transaction or correction

AVAILABLE AMOUNT	• displayed, and • not updateable	This field displays the available amount of a line item of a posted ASAP transaction or correction.
AMOUNT	• displayed • updateable, and • maximum length = 13	This field displays the distributed amount of a line item of a posted ASAP transaction or correction.
ITEM TOTAL	• displayed, and • not updateable	This field displays the total dollar amount of the displayed transactions for the greyed item number.
LINE #	• displayed, and • LOV available	This field displays the MDL number of a distributed MDL of a posted ASAP transaction or correction.
FULL ACCS	• displayed, and • not updateable	This field displays all ACCS fields of a distributed MDL of a posted ASAP transaction or correction.
ORDERED AMOUNT	• displayed, and • not updateable	This field displays the ordered amount of the Purchase Order MDL of a distributed MDL of a posted ASAP transaction or correction
DISB AMOUNT	• displayed, and • not updateable	Disbursed Amount. This field displays the disbursed amount of the PO MDL of a distributed MDL of a posted ASAP transaction or correction.
AVAILABLE AMOUNT	• displayed, and • not updateable	This field displays the available amount of a line item of a posted ASAP transaction or correction.
AMOUNT	• displayed • updateable, and • maximum length = 13	This filed displays the distributed amount of a MDL of a posted transaction or correction.
LINE TOTAL	• displayed, and • not updateable	This field displays the total dollar amount of the displayed transactions for the greyed MDL number.

Using the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)

Introduction

This topic provides information about using the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006), including:

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before completing the procedures in this topic, there must be a previously posted interfaced ASAP transaction that requires correction.

Procedures

Following are the procedures to

- correct line item number/MDL amount
- correct GL end date, and
- approve transaction correction

Correct line item/MDL amount

Follow the steps below to correct line item number/MDL amount.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006).
2	N/A	**Note: When this screen is accessed the following fields are automatically displayed:** Seq#, SP Trans ID, Item #, Type, FY, Item Descr, Ordered Amount, Disb Amount, Available Amount, Item Total, Full ACCS, Ordered Amount, and Disb Amount.
3	AMOUNT	• Click in field and enter the dollar amount in 99,999,999.000 format. • ***Result:*** The corrected dollar amount is displayed.
4	LINE #	• Click in field and enter the MDL number • • ***Result:*** The corrected MDL is displayed.
5	AMOUNT	• Enter the dollar amount in 99,999,999.000 format. • ***Result:*** The corrected dollar amount is displayed.

Correct GL end date

Follow the steps below to correct GL end date

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006).

2	GL END DATE	• Click inside the field ***Result:*** A pop up list of dates is displayed. • Select the appropriate date. ***Result:*** The GL End Date is displayed.

Approve transaction correction

Follow the steps below to approve the transaction correction.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006).
2	APPROVE	• Click the **Approve** screen selection button ***Result:*** The corrected transaction is submitted for approval. ***Note:*** The approve screen selection button only becomes available once the user has entered in all required fields and the amounts of the line items and MDLs equal each other.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update.	This error message will appear if the user double clicks on the greyed field. These greyed fields are view only and are not updateable.
Invalid/closed GL end for AP	This error message is displayed if the user enters an invalid GL date (not in correct format) or if the user leaves this field blank and clicks the **Approve** screen selection button. User should select an appropriate GL end date from the LOV.

The item No. is invalid, or the available amount of correction for this item No. is zero.	This error message occurs when the user clicks on the **Approve** screen selection button without entering the appropriate Item #. User should select the appropriate Item # from LOV before record approval.
The absolute value of the amount cannot exceed that of the available amount for this item.	This error message is displayed when the Item # amount (displayed in Tab) exceeds the control level amount (displayed in control section) available for correction for this item. Users are allowed to enter an Item amount for each item record, but cannot enter Item Total amount. Users should ensure Item Total amount matches the control level amount before record approval.
Please enter item No. first.	This error message is displayed when the user double clicks on the Line # field before completing the Item # field. User should select the appropriate Item # from LOV before selecting Line #.
The line No. is invalid, or the available amount for correction for this line is zero.	This error message occurs when the user clicks on the **Approve** screen selection button without entering the appropriate Line #. User should select the appropriate Line # from LOV before record approval.
List of Values contains no entries.	This error message is displayed when the user double clicks in Line # field to access LOV and update field. Error message indicates there is no additional Line's # to correct.
The absolute value of MDL total exceeds that of item.	This error message is displayed when the Line # amount (displayed in Tab) exceeds the control level amount (displayed in control section) available for correction for this line. User is allowed to enter an Line # amount for each line record, but cannot enter Line Total amount. User should ensure Line Total amount matches the control level amount before record approval.

Field must be of form 99,999,999,990.90	This error message is displayed if an incorrect format is used (ex. space has been added). User should enter amount with no spaces and in specified format before approval.

Produce Reports and Lookups

Overview

Introduction

This topic provides an overview of ASAP Interface Produce Reports and Lookups, including

- purpose
- in this part, and
- additional resources

Purpose

The purpose of this chapter is to provide

- an overview of the ASAP Interface produce report and lookups process
- descriptions of the task-related user screens
- procedures for completing each of the screens, and
- guidance for trouble shooting

In this part

This part contains the following sections:

Process workflow and stages

Produce Reports and Lookups

Query transaction detail

ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)
ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103)
ASAP Transaction G/L Entry Lookup & Report Screen ~ Transaction Tab (SPDG103)
ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103)
ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103)
ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103)
ASAP Transaction Lookup Screen (PM047)

Generate detail reports

ASAP Grant Status Report Screen (SPDG100)
ASAP Transaction Aging Report Screen (SPDG101)
ASAP Transaction G/L Posting Report Screen (SPDG102)
ASAP Account Profile and Authorization Report Screen (SPDG110)
ASAP Authorization Uploading Report Screen (SPDG111)
ASAP Agency Report Downloading Report Screen (SPDG112)
ASAP Data Retrieval File Downloading Report Screen (SPDG113)
ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)
ASAP Transaction Posting Report Screen (SPDG115)

ASAP Posting Corrections Report Screen (SPDG116)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

For ...	**Refer to ...**
government accounting information	*DoC Accounting Principles and Standards Handbook*
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
the Treasury Finance Manual	www.fms.treas.gov
the Department of Commerce Homepage	www.osec.doc.gov
the CAMS Homepage	www.camsic.osec.doc.gov

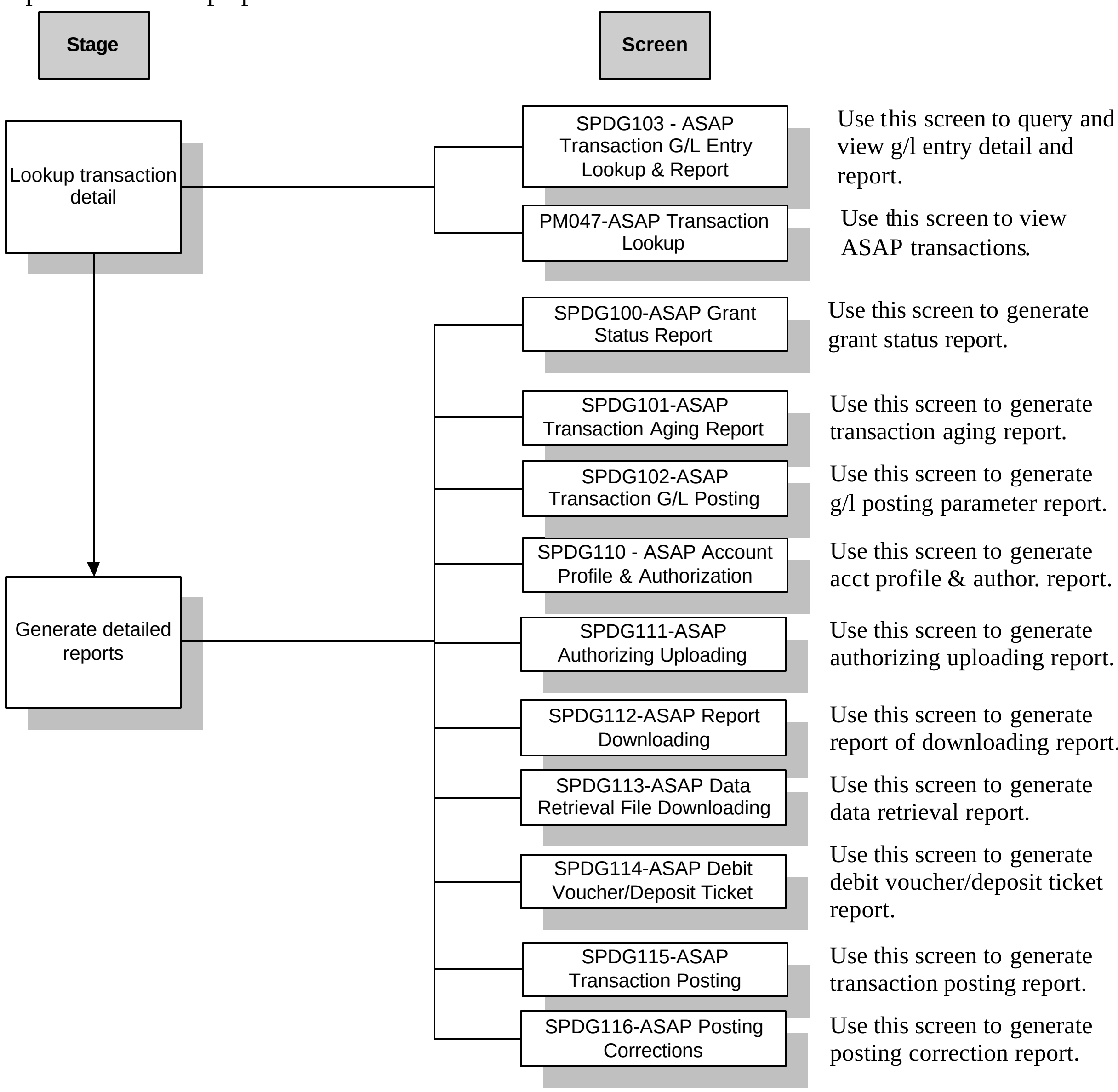
Produce Reports and Lookups

This section provides information about the CFS ASAP Interface produce reports and lookups process, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The workflow model below presents a high-level overview of the ASAP Interface produce reports and lookups process.



Process stages

The table below describes what happens in each of the stages of the ASAP Interface produce reports and lookups process.

Process Stages	
Stage	**Description**
1	Do you want to lookup vendor invoice transaction detail? • When *yes*, access transaction lookup screen • If *no*, stop.
2	Do you want to generate report of grant status? • When *yes*, query detailed grant status report by parameters • If *no*, stop.
3	Do you want to generate aging report? • When *yes*, query detailed transaction aging report by parameters • If *no*, stop.
4	Do you want to generate general ledger posting report? • When *yes*, query detailed g/l posting report by parameters • If *no*, stop.
5	Do you want to generate account profile and authorization report? • When *yes*, query detailed account profile and authorization report by parameters • If *no*, stop.
6	Do you want to generate authorization uploading report? • When *yes*, query detailed authorization uploading report by parameters • If *no*, stop.
7	Do you want to generate downloading report? • When *yes*, query detailed downloading report by parameters • If *no*, stop.
8	Do you want to generate data retrieval report? • When *yes*, query detailed data retrieval report by parameters • If *no*, stop.

9	Do you want to generate debit voucher/deposit ticket report? • When *yes*, query detailed debit voucher/deposit ticket report by parameters • If *no*, stop.
10	Do you want to generate transaction posting report? • When *yes*, query detailed transaction posting report by parameters • If *no*, stop.
11	Do you want to generate posting corrections report? • When *yes*, query detailed posting corrections report by parameters • If *no*, stop.

ASAP Grant Status Report Screen (SPDG100)

This section provides information about generating the grant status report in the ASAP Interface module, including

- about the ASAP Grant Status Report Screen (SPDG100), and
- using the ASAP Grant Status Report Screen (SPDG100)

About the ASAP Grant Status Report Screen (SPDG100)

Introduction

This topic provides information about the ASAP Grant Status Report Screen (SPDG100), including

- purpose
- when to use
- accessing the ASAP Grant Status Report Screen (SPDG100)
- example of the ASAP Grant Status Report Screen (SPDG100)
- tasks involved, and
- field description table

Purpose

The ASAP Grant Status Report Screen (SPDG100) allows the user to query, preview and print ASAP grant documents with detailed status information.

When to use

Use the ASAP Grant Status Report Screen (SPDG100) to enter specific parameters (ALC and region, group ID, Recipient ID, Requestor ID, and document status) in order to query , view and print the grant status report.

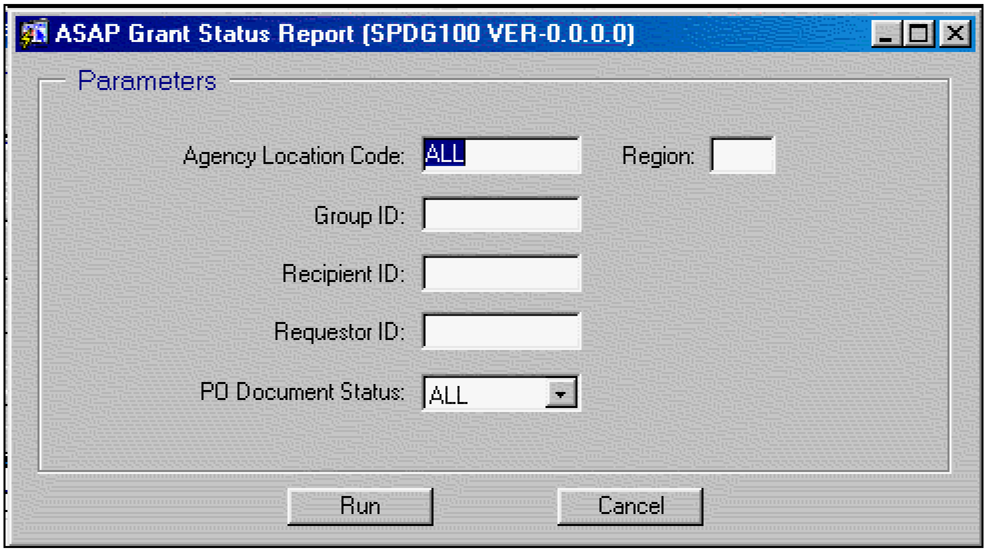
Accessing the ASAP Grant Status Report Screen (SPDG100)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Reports** folder.
3	Double-click **SPDG100-ASAP Grant Status Report** icon ***Result:*** The ASAP Grant Status Report Screen (SPDG100) is displayed.

Example of the ASAP Grant Status Report Screen (SPDG100)

An example of the screen is shown below.



ASAP Grant Status Report Screen (SPDG100)

Tasks involved

The following major tasks are accomplished with the ASAP Grant Status Report Screen (SPDG100):

- generate grant status report

Field description table

The following table describes the fields in the ASAP Grant Status Report Screen (SPDG100).

Field Description Table		
Field	**Type**	**Description**
AGENCY LOCATION CODE	• required, and • LOV available	This field displays the 8 digit agency location code of an ASAP grant in **99-99-9999** format.
REGION	• required, and • LOV available	This field displays the 2 digit ALC region code of an ASAP grant.
GROUP ID	• required, and • LOV available	This field displays the 7 digit group identification number of an ASAP grant.
RECIPIENT ID	• required, and • LOV available	This field displays the 7 digit recipient identification number of an ASAP grant.
REQUESTOR ID	• required, and • LOV available	This field displays the 7 digit requestor identification number of an ASAP grant.

Field Description Table		
DOCUMENT STATUS	• required, and • LOV available	This field displays the 6 character document status of an ASAP grant. ***Note:*** **ALL** is the default status displayed. A LOV is available to select the **ALL**, **OPEN** or **CLOSED** status.
RUN	• screen selection button	This screen selection button allows the user to query a grant status report for the parameters entered.
CANCEL	• screen selection button	This screen selection button closes the ASAP Grant Status Report Screen (SPDG100).

Using the ASAP Grant Status Report Screen (SPDG100)

Introduction

This topic provides information about using the ASAP Grant Status Report Screen (SPDG100), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to be completed before beginning the procedures in this topic.

Procedures

Following are procedures to

- generate grant status report

Generate grant status report

Follow the steps below to generate grant status report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Grant Status Report Screen (SPDG100)
2	AGENCY LOCATION CODE	• The default 'ALL' is displayed. To specify ALC, double click in the field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate agency location code. ***Result:*** The ALC parameter is displayed.

3	REGION	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate ALC region code. ***Result:*** The region code parameter is displayed.
4	GROUP ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate group identification number. ***Result:*** The group ID parameter is displayed.
5	RECIPIENT ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate recipient identification number. ***Result:*** The recipient ID parameter is displayed.
6	REQUESTOR ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate requestor identification number. ***Result:*** The requestor ID parameter is displayed.
7	DOCUMENT STATUS	• Click down arrow. ***Result:*** A LOV is displayed. • Select status (ALL, OPEN or CLOSED) ***Result:*** The document status parameter is displayed.
8	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Grant Status Report Screen (SPDG100) is closed and the parameters entered are not saved. • If *no*, go to step 9.
9	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP Grant Status detailed report is displayed. • If *no*, go to step 8.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Region code must be entered	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid region code. Click in field to select 'ALL' or double click to select a valid ALC region code from the LOV prior to clicking **Run** screen selection button.
Group ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a group ID. Click in field to select 'ALL' or double click to select a valid group ID from the LOV prior to clicking **Run** screen selection button.
Recipient ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a region code. Click in field to select 'ALL' or double click to select a valid recipient ID from the LOV prior to clicking **Run** screen selection button.
Requestor ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a requestor ID. Click in field to select 'ALL' or double click to select a valid requestor ID from the LOV prior to clicking **Run** screen selection button.

ASAP Transaction Aging Report Screen (SPDG101)

This section provides information about generating transaction aging reports in the ASAP Interface module, including

- about the ASAP Transaction Aging Report Screen (SPDG101), and
- using the ASAP Transaction Aging Report Screen (SPDG101)

About the ASAP Transaction Aging Report Screen (SPDG101)

Introduction

This topic provides information about the ASAP Transaction Aging Report Screen (SPDG101), including

- purpose
- when to use
- accessing the ASAP Transaction Aging Report Screen (SPDG101)
- example of the ASAP Transaction Aging Report Screen (SPDG101)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction Aging Report Screen (SPDG101) allows the user to query, preview, and print out ASAP transactions with detailed aging information

When to use

Use the ASAP Transaction Aging Report Screen (SPDG101) to enter specific parameters (ALC and region, group ID, Recipient ID, and date) in order to query , view and print the transaction aging report.

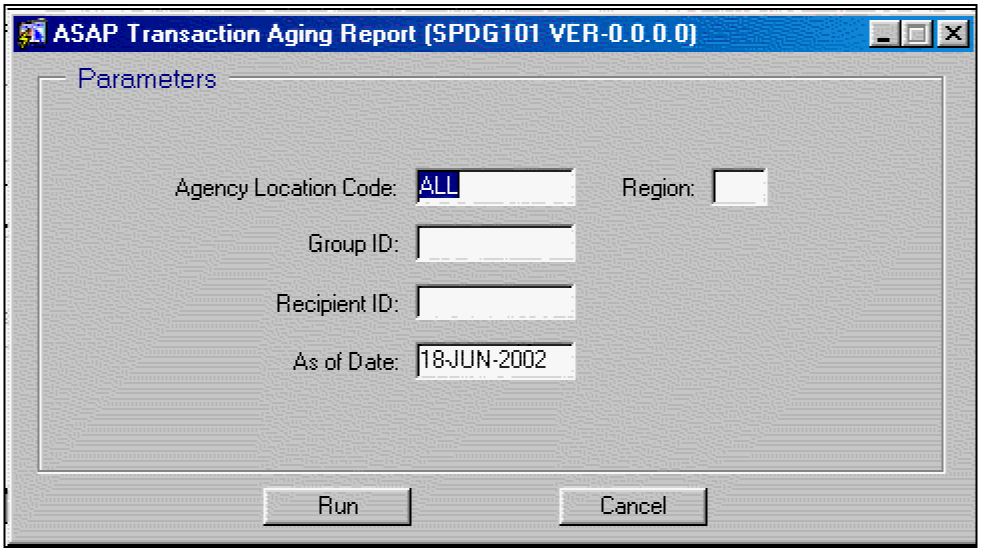
Accessing the ASAP Transaction Aging Report Screen (SPDG101)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Report** folder.
3	Double-click **SPDG101 – ASAP Grant Aging Report** ***Result:*** The ASAP Transaction Aging Report Screen (SPDG101) is displayed.

Example of the ASAP Transaction Aging Report Screen (SPDG101)

An example of the screen is shown below.



ASAP Transaction Aging Report Screen (SPDG101)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction Aging Report Screen (SPDG101):

- generate aging report

Field description table

The following table describes the fields in ASAP Transaction Aging Report Screen (SPDG101).

Field Description Table		
Field	**Type**	**Description**
AGENCY LOCATION CODE	• required, and • LOV available	This field displays the 8 digit agency location code of an ASAP transaction in **99-99-9999** format.
REGION	• required, and • LOV available	This field displays the 2 digit ALC region code of an ASAP transaction.
GROUP ID	• required, and • LOV available	This field displays the 7 digit group identification number of an ASAP transaction.
RECIPIENT ID	• required, and • LOV available	This field displays the 7 digit recipient identification number of an ASAP transaction.
AS OF DATE	• required, and • LOV available	This field displays the as of date used for aging ASAP transactions against their transaction dates.

Field Description Table		
RUN	• screen selection button	This screen selection button allows the user to query a transaction report for the parameters entered.
CANCEL	• screen selection button	This screen selection button closes the ASAP Transaction Aging Report Screen (SPDG100).

Using the ASAP Transaction Aging Report Screen (SPDG101)

Introduction

This topic provides information about using the ASAP Transaction Aging Report Screen (SPDG101), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- generate aging report

Generate aging report

Follow the steps in the table below to generate aging report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Aging Report Screen (SPDG101)
2	AGENCY LOCATION CODE	• The default 'ALL' is displayed. To specify ALC, double click in the field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate agency location code. ***Result:*** The ALC parameter is displayed.
3	REGION	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate ALC region code. ***Result:*** The region code parameter is displayed.

4	GROUP ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate group identification number. ***Result:*** The group ID parameter is displayed.
5	RECIPIENT ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate recipient identification number. ***Result:*** The recipient ID parameter is displayed.
6	AS OF DATE	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate date. ***Result:*** The as of date parameter is displayed.
7	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Transaction Aging Report Screen (SPDG101) is closed and the parameters entered are not saved. • If *no*, go to step 8.
8	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP Transaction Aging detailed report is displayed. • If *no*, go to step 7.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**

Region code must be entered	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid region code. Click in field to select 'ALL' or double click to select a valid ALC region code from the LOV prior to clicking **Run** screen selection button.
Group ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a group ID. Click in field to select 'ALL' or double click to select a valid group ID from the LOV prior to clicking **Run** screen selection button.
Recipient ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a region code. Click in field to select 'ALL' or double click to select a valid recipient ID from the LOV prior to clicking **Run** screen selection button.

ASAP Transaction G/L Posting Report Screen (SPDG102)

This section provides information about generating general ledger posting reports in the ASAP Interface module, including

- about the ASAP Transaction G/L Posting Report Screen (SPDG102), and
- using the ASAP Transaction G/L Posting Report Screen (SPDG102)

About the ASAP Transaction G/L Posting Report Screen (SPDG102)

Introduction

This topic provides information about the ASAP Transaction G/L Posting Report Screen (SPDG102), including

- purpose
- when to use
- accessing the ASAP Transaction G/L Posting Report Screen (SPDG102)
- example of the ASAP Transaction G/L Posting Report Screen (SPDG102)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction G/L Posting Report Screen (SPDG102) allows the user to query, preview and print out interfaced ASAP transactions with detailed G/L posting information by specific parameters.

When to use

Use the ASAP Transaction G/L Posting Report Screen (SPDG102) to enter specific parameters (Transaction type, ALC and region, group ID, recipient ID, requestor ID, account ID, and cycle date) to generate the detailed SPDG102 report.

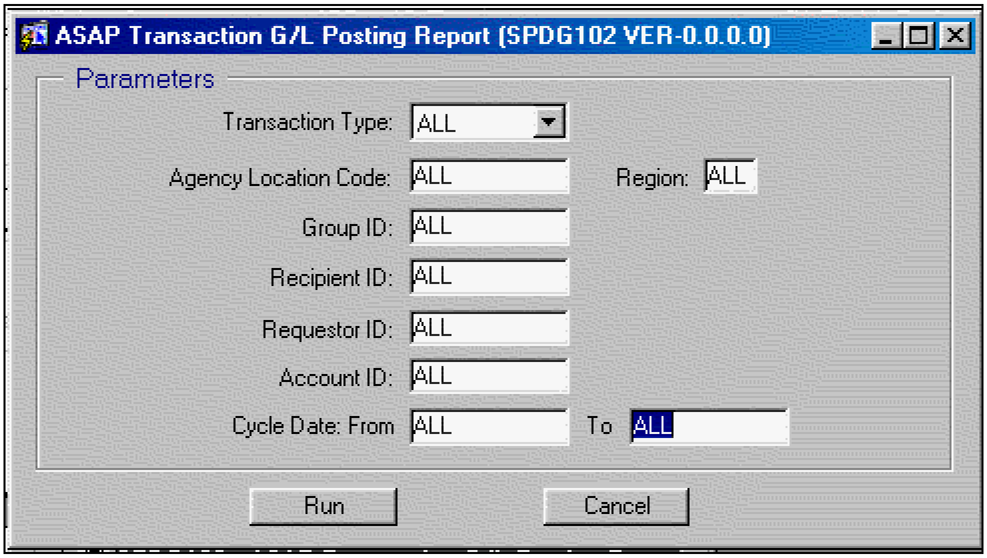
Accessing the ASAP Transaction G/L Posting Report Screen (SPDG102)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Reports** folder.
3	Double-click **SPDG102 – ASAP Transaction G/L Posting Report** icon. ***Result:*** The ASAP Transaction G/L Posting Report Screen (SPDG102) is displayed.

Example of the ASAP Transaction G/L Posting Report Screen (SPDG102)

An example of the screen is shown below.



ASAP Transaction G/L Posting Report Screen (SPDG102)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction G/L Posting Report Screen (SPDG102):

- generate G/L posting report

Field description table

The following table describes the fields in the ASAP Transaction G/L Posting Report Screen (SPDG102).

Field Description Table		
Field	**Type**	**Description**
TRANSACTION TYPE	• required, and • drop down list	This field displays the current transaction type for a posted ASAP transaction. **ALL** is default type displayed, however the types **PYMT**, **ADJ** and **REFUND** are also available in drop down list.
AGENCY LOCATION CODE	• required, and • LOV available	This field displays the 8 digit agency location code of a posted ASAP transaction in **99-99-9999** format.
REGION	• required, and • LOV available	This field displays the 2 digit ALC region code of a posted ASAP transaction.
GROUP ID	• required, and • LOV available	This field displays the 7 digit group identification number of a posted ASAP transaction.

Field Description Table		
RECIPIENT ID	• required, and • LOV available	This field displays the 7 digit recipient identification number of a posted ASAP transaction.
REQUESTOR ID	• required, and • LOV available	This field displays the 7 digit requestor identification number of a posted ASAP transaction.
ACCOUNT ID	• required, and • LOV available	This field displays the ASAP account identification number of a posted ASAP transaction.
CYCLE DATE FROM	• required, and • LOV available	This field displays the cycle date 'from' of a posted ASAP transaction.
CYCLE DATE TO	• required, and • LOV available	This field displays the cycle date 'to' of a posted ASAP transaction.
RUN	• screen selection button	This screen selection button allows the user to query a g/l posting report for the parameters entered.
CANCEL	• screen selection button	This screen selection button closes the ASAP Transaction G/L Posting Report Screen (SPDG102).

Using the ASAP Transaction G/L Posting Report Screen (SPDG102)

Introduction

This topic provides information about using the ASAP Transaction G/L Posting Report Screen (SPDG102), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before you begin this procedure, there must be an existing Interfaced ASAP transaction posted to the general ledger.

Procedures

Following are procedures to

- generate G/L posting report

Generate G/L posting report

Follow the steps in the table below to generate G/L posting report

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction G/L Posting Report Screen (SPDG102)

2	AGENCY LOCATION CODE	• The default 'ALL' is displayed. To specify ALC, double click in the field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate agency location code. ***Result:*** The ALC parameter is displayed.
3	REGION	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate ALC region code. ***Result:*** The region code parameter is displayed.
4	GROUP ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate group identification number. ***Result:*** The group ID parameter is displayed.
5	RECIPIENT ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate recipient identification number. ***Result:*** The recipient ID parameter is displayed.
6	REQUESTOR ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate requestor identification number. ***Result:*** The requestor ID parameter is displayed.
7	ACCOUNT ID	• Click in field to select 'ALL' or double click for LOV. ***Result:*** A LOV is displayed. • Select appropriate account identification number. ***Result:*** The account ID parameter is displayed.
8	CYCLE DATE FROM	• Click in field to select 'ALL' or double click for LOV. ***Result:*** A LOV is displayed. • Select appropriate 'from' date. ***Result:*** The cycle date 'from' parameter is displayed.

9	CYCLE DATE TO	• Click in field to select 'ALL' or double click for LOV. ***Result:*** A LOV is displayed. • Select appropriate 'to' date. ***Result:*** The cycle date 'to' parameter is displayed.
10	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Transaction G/L Posting Report Screen (SPDG102) is closed and the parameters entered are not saved. • If *no*, go to step 11.
11	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP Transaction G/L Posting detail report is displayed. • If *no*, go to step 10.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Region code must be entered	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid region code. Click in field to select 'ALL' or double click to select a valid ALC region code from the LOV prior to clicking **Run** screen selection button.
Group ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a group ID. Click in field to select 'ALL' or double click to select a valid group ID from the LOV prior to clicking **Run** screen selection button.
Recipient ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a region code. Click in field to select 'ALL' or double click to select a valid recipient ID from the LOV prior to clicking **Run** screen selection button.
Requestor ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a requestor ID. Click in field to select 'ALL' or double click to select a valid requestor ID from the LOV prior to clicking **Run** screen selection button.
Account ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a region code. Click in field to select 'ALL' or double click to select a valid account ID from the LOV prior to clicking **Run** screen selection button.

Cycle date must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a requestor ID. Click in field to select 'ALL' or double click to select a valid cycle date from the LOV prior to clicking **Run** screen selection button.

ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)

This section provides information about the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103), including

- about the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103), and
- using the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)

About the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)

Introduction

This topic provides information about the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103), including

- purpose
- when to use
- accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)
- example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103) allows the user to view posted general ledger account detail for specific ASAP transactions.

When to use

Use the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103) to query ASAP transactions and view account detail.

Accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)

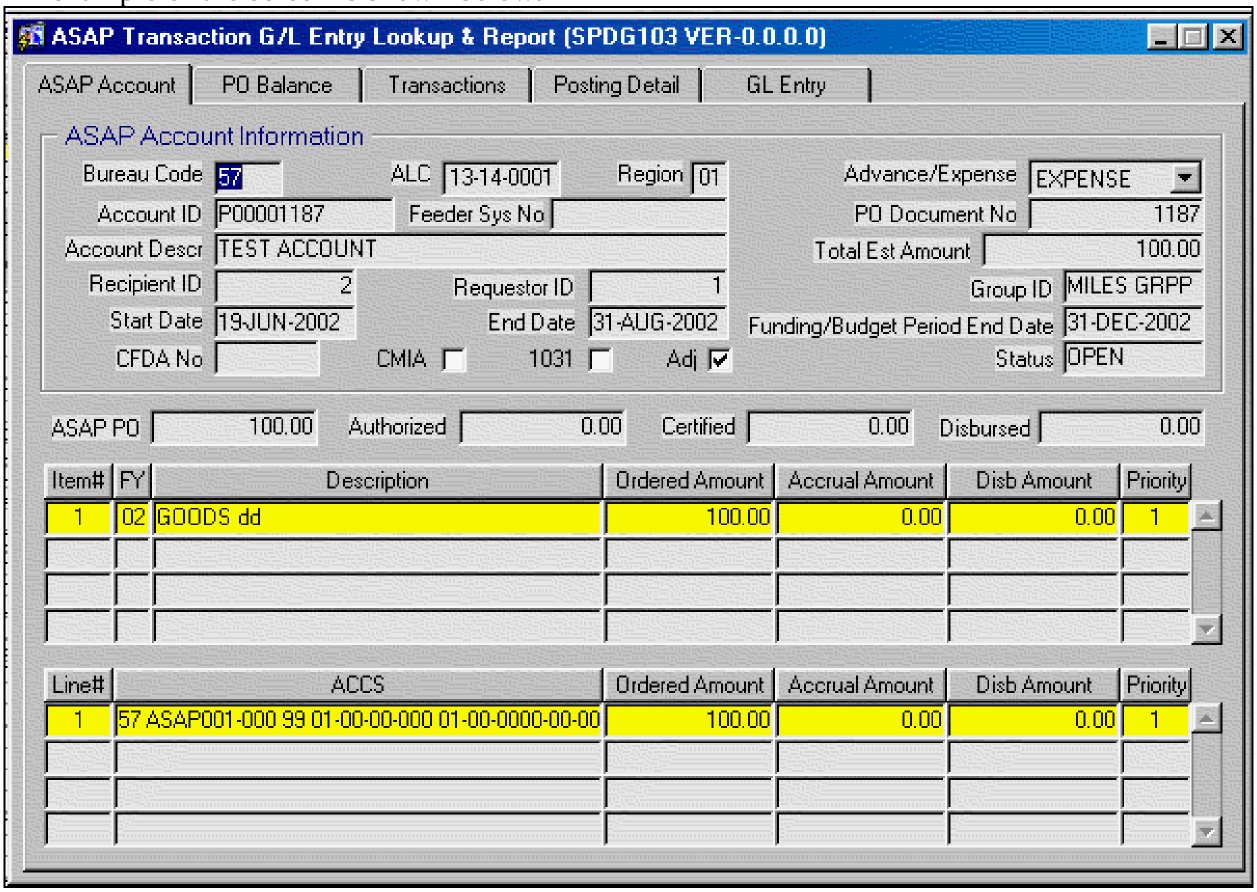
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Reports** folder.

3	Double-click **SPDG103 – ASAP Transaction G/L Entry Lookup & Report** ***Result:*** The ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103) is displayed.

Example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)

An example of the screen is shown below.



ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103):

- query account detail

Field description table

The following table describes the fields in the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103).

Field Description Table		
Field	**Type**	**Description**
BUREAU CODE	• required	The system-generated code for the federal agency issuing the grant. The value defaults from the purchase order entry (FM040 or FM041 screen).
ALC	• displayed	Agency Location Code. The funding agency to be charged or for a grant's transactions. The system will assign a default ALC to the grant based on a bureau table.
REGION	• displayed	This field displays the region number that allows the user to group transactions at a lower level than the bureau. Some bureaus have multiple regions and want to record the transactions at this level.
ADVANCE/EXPENSE	• drop down list	This field designates how the grant will be handled for accounting purposes. Designate the grant type as an advance or expense for transaction processing. This grant type selection will vary by bureau. Note: If you select advance, fields on the PM003 screen are affected upon posting of a disbursement to enable you to apply the advance when expense reports are received.
ACCOUNT ID	• displayed	Used when the grant is established in ASAP. The value defaults from the purchase order entry. The first position contains either a "P" indicating the CFS-generated purchase order number, or an "F" indicating a feeder system number, was used for this ID. This number is unique and its choice is a policy decision for each bureau that is consistently applied.

Field Description Table		
FEEDER SYS NO	• displayed	Feeder System Number. The Feeder System Number is a unique document number generated by another system, normally a grants management system. Bureaus may utilize such a system to maintain grants information; this system normally generates its own identification numbers that may be interfaced (if the interface is developed) or manually entered into CFS (FM040 or FM041 screen).
PO DOCUMENT NO	• displayed	Purchase Order Document Number. A unique document number generated from the FM040 or FM041 screen when a purchase order is established.
ACCOUNT DESCR	• displayed	Account Description. Allows you to record specific information related to this grant. You must input this data before transmitting the account profile to the FRBR.
TOTAL EST AMOUNT	• displayed	Total Estimated Amount. The total obligation amount less any internally disbursed amounts from that purchase order (if any). The value defaults from the purchase order (FM040 or FM041 screen).
RECIPIENT ID	• displayed	This ID is generated when the grant is established in ASAP. The recipient is the organization that is awarded the grant.
REQUESTOR ID	• displayed	This ID is for the organization that requests the funds for the recipient. The recipient and requestor can be the same entity (with the same ID).
GROUP ID	• displayed	A number you can assign to facilitate the process of retrieving accounts for the purpose of entering authorizations. Must be completed when the record is initially established, and cannot be added or changed, once saved.
START DATE	• displayed	The date used to designate when the grant period starts. No transactions may occur prior to this date.

Field Description Table		
END DATE	• displayed	This field displays the date used to designate when the grant period ends. If an end date is designated, no payment request transactions will be processed the day following the end date (but the status on this screen will still show OPEN). You can modify the end date to a date in the future or remove the date completely and send the record to ASAP.
FUNDING/BUDGET PERIOD END DATE	• displayed	This field allows the user to record the last date the Recipient may incur expenses related to a program. This date does not stop payment requests from being approved and processed.
CFDA NO	• displayed	The Catalog of Federal Domestic Assistance number. This field displays the number associated with the grant. Enter only if the grant is related to the CFDA.
CMIA	• indicator flag	Cash Management Improvement Act. Check this box only if the CMIA covers the grant.
1031	• indicator flag	Use the this indicator flag to indicate if payment requests against the account may be initiated by a 1031 wire message from an authorized financial institution; leave blank if not allowed.
ADJ	• indicator flag	Adjustment Flag. Use this indicator flag to indicate if requestors are to use the Book Entry Adjustment capability (to correct the posting of withdrawals made from an incorrect account). The requestor will make an adjustment that nets to zero by decreasing the correct account balance and increasing the incorrect account balance. Check to allow; leave blank if not allowed. Typically, this block should be checked.

Field Description Table		
STATUS	• displayed	The status of the ASAP grant, either OPEN or CLOSED. It is automatically Open when you create an account record. If an account needs to be suspended, change the status to Suspended. This will prevent the grantee from performing any payment requests and book entry adjustments; returned payments transactions and authorizations are allowed.
ASAP PO	• displayed	This field displays the purchase order amount for the ASAP transaction selected.
AUTHORIZED	• displayed	This field displays the authorized amount for the ASAP transaction selected.
CERTIFIED	• displayed	This field displays the certified amount for the ASAP transaction selected.
DISBURSED	• displayed	This field displays the disbursed amount for the ASAP transaction selected.
ITEM #	• displayed	This field displays the item number of a distributed line item of the ASAP transaction selected. This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).
FY	• displayed	Fund Year. This field displays the fund year for the ASAP transaction selected. This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).
DESCRIPTION	• displayed	This field displays the purchase order item type for the ASAP transaction selected. This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).
ORDERED AMOUNT	• displayed	This field displays the ordered amount of the purchase order MDL of a distributed line item for the ASAP transaction selected. This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).

Field Description Table		
ACCRUAL AMOUNT	• displayed	This field displays the Accrued Amount of a purchase order MDL of an ASAP grant. The value defaults from the purchase order (FM040 or FM041 screen). This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).
DISB AMOUNT	• displayed	Disbursed Amount. This field displays the disbursed amount of a purchase order MDL of an ASAP grant. This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).
PRIORITY	• displayed	This field displays the priority established in ASAP Transaction Correction & Lookup Screen (SPDG006).
LINE #	• displayed	Line Number. This is the Line Number from the purchase order MDL of the ASAP grant. This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).).
ACCS	• displayed	Account Classification Code Structure of the purchase order MDL for an ASAP grant. This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).
ORDERED AMOUNT	• displayed	This field displays the ordered amount of a purchase order MDL of the ASAP transaction selected. This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).
ACCRUAL AMOUNT	• displayed	This field displays the accrual amount of the purchase order. This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).
DISB AMOUNT	• displayed	This field displays the amount disbursed. This value defaults from the ASAP Transaction Correction & Lookup Screen (SPDG006).
PRIORITY	• displayed	This field displays the priority established in ASAP Transaction Correction & Lookup Screen (SPDG006).

Using the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)

Introduction

This topic provides information about using the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before performing this procedure.

Procedures

Following are procedures to

- query account detail

Query account detail

Follow the procedures in the table below to query account detail.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)
2	ENTER QUERY	• Click the **Enter Query** button on the tool bar. • ***Result:*** All of the greyed fields in control section will turn white and values may be entered. • **Note**: If the user attempts to update fields prior to selecting the Enter Query button, an error message will be displayed indicating the field cannot be updated.
3	VARIOUS FIELDS	• Enter query data into desired data fields in the control section of the screen.
4	EXECUTE QUERY	• Click the **Execute Query** button on the tool bar. ***Result:*** The transaction detail is displayed in the data fields tab.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update.	This error message will be displayed if the user double clicks on greyed fields that have data displayed. All of the fields in this Tab are view only and not updateable.
You cannot create records here.	This error message will be displayed if the user double clicks on greyed fields that have no data displayed. All of the fields in this Tab are view only and not updateable.

ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103)

This section provides information about the looking up the purchase order balance information for an ASAP transaction in the CFS ASAP Interface System, including

- about the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103), and
- using the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103)

About the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103)

Introduction

This topic provides information about the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103), including

- purpose
- when to use
- accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103)
- example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103) allows the user to view purchase order information for the selected transaction.

When to use

Use the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103) to view purchase order detail only. This screen is view only and protected from update.

Accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103)

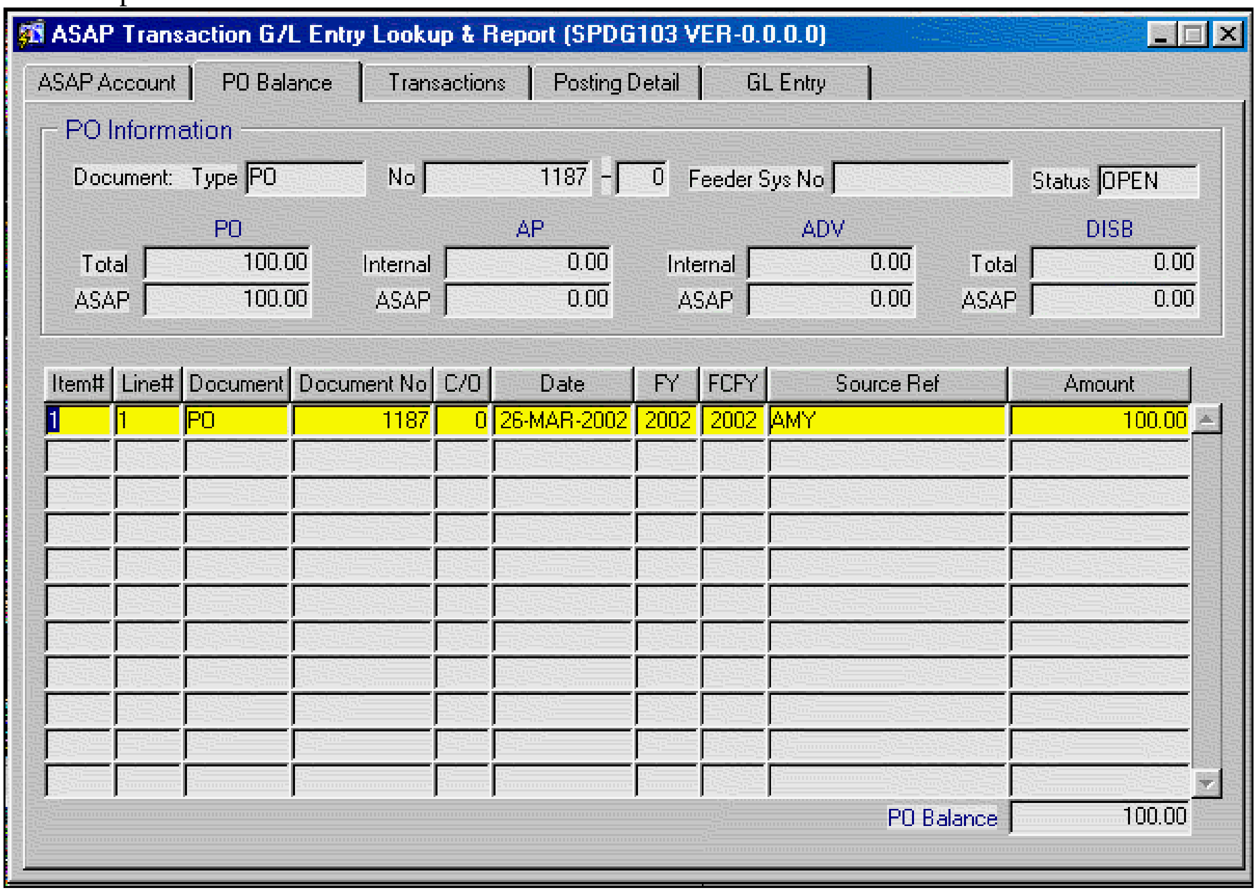
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Reports** folder.

3	Double-click **SPDG103 – ASAP Transaction G/L Entry Lookup & Report** ***Result:*** The ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103) is displayed.
4	Click **PO Balance** Tab Result: The ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103) is displayed.

Example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103)

An example of the screen is shown below.



ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103):

- query PO information

Field description table

The following table describes the fields in the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103).

Field Description Table		
Field	**Type**	**Description**
DOCUMENT TYPE	• displayed	This field displays the purchase order document type.
DOCUMENT NO	• displayed	This field displays the purchase order document number.
FEEDER SYS NO	• displayed	Feeder System number. This field displays the number of another feeder system associated with an interfaced ASAP transaction. It is a unique document number generated by the other system, normally a grants management system. This value defaults from the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003).
STATUS	• displayed	The status of the ASAP grant, either OPEN or CLOSED. It is automatically Open when you create an account record. If an account needs to be suspended, change the status to Suspended. This will prevent the grantee from performing any payment requests and book entry adjustments; returned payments transactions and authorizations are allowed.
PO TOTAL	• displayed	Purchase Order. The Purchase Order Amount is the total purchase order amount of an ASAP grant. The value defaults from the purchase order (FM040 or FM041 screen).
PO ASAP	• displayed	Purchase Order Total. This field displays the total purchase order amount of an ASAP grant. This value defaults from the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003).

Field Description Table		
AP TOTAL	• displayed	Internal Accounts Payable. This amount applies to the total invoiced amount of a grant PO made through the internal disbursement method. This value defaults from the purchase order (FM040 or FM041 screen).
AP ASAP	• displayed	This value defaults from ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003).
ADV INTERNAL	• displayed	This amount applies to grant POs that were not originally established as an ASAP type grant and reflects the total outstanding (uncleared) advance payment amount made through the internal disbursement method.
INTERNAL ASAP	• displayed	This value defaults from the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003).
DISB TOTAL	• displayed	This amount applies to the total disbursed amount of a grant PO made through both the internal and ASAP disbursement methods. This value defaults from the purchase order (FM040 or FM041 screen).
DISB ASAP	• displayed	This amount applies to the total disbursed amount of a grant PO made through both the internal and ASAP disbursement methods. This value defaults from the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003).
ITEM #	• displayed	Item Number. This is the Item Number from the purchase order item of the ASAP grant. The value defaults from the purchase order (FM040 or FM041 screen).
LINE #	• displayed	Line Number. This is the Line Number from the purchase order MDL of the ASAP grant. This value defaults from the ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003).
DOCUMENT NO	• displayed	This field displays the document number for the line item.
C/O	• displayed	This field displays the change order number for the line item.

Field Description Table		
DATE	• displayed	This field displays the document date which corresponds with the source document.
FY	• displayed	Fiscal Year. This is the Fiscal Year of the fund code of the PO item of an ASAP grant. It is derived from the fund code fiscal year of the PO item.
FCFY	• displayed	Fund Code Fiscal Year. This is the Fiscal Year of the fund code of the PO item of an ASAP grant.
SOURCE REF	• displayed	This field displays the source reference for the document (e.g. Purchase Order) supporting the line item.
AMOUNT	• displayed	This field displays the total dollar amount of the line item.
PO BALANCE	• displayed	This field displays the total purchase order balance for the selected ASAP transaction.

Using the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103)

Introduction

This topic provides information about using the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103), including

- before you begin
- procedure
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- query PO information

Query PO information

Follow the steps in the table below to query PO information.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103).

2	ENTER QUERY	• Click the **Enter Query** button on the tool bar. • ***Result:*** All of the greyed fields in control section will turn white and values may be entered. • **Note**: If the user attempts to update fields prior to selecting the Enter Query button, an error message will be displayed indicating the field cannot be updated.
3	VARIOUS FIELDS	• Enter query data into desired data fields in the control section of the screen.
16	EXECUTE QUERY	• Click the **Execute Query** button on the tool bar. ***Result:*** The transaction data is displayed in the various tabs.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update.	This error message will be displayed if the user double clicks on greyed fields that have data displayed. All of the fields in this Tab are view only and not updateable.
You cannot create records here.	This error message will be displayed if the user double clicks on greyed fields that have no data displayed. All of the fields in this Tab are view only and not updateable.

ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103)

This section provides viewing ASAP transaction general ledger detail in the CFS ASAP Interface System module, including

- about the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103), and
- using the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103)

About the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103)

Introduction

This topic provides information about the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103), including

- purpose
- when to use
- accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103)
- example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103) allows the user to query and view the transaction detail (Cycle Date, Type, Trans ID, Amount, Reference No, Date Suspended and Date Posted) for the selected ASAP transaction line item.

When to use

Use the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103) to view more specific transaction detail for the line item queried and highlighted from the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)

Accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions (SPDG103)

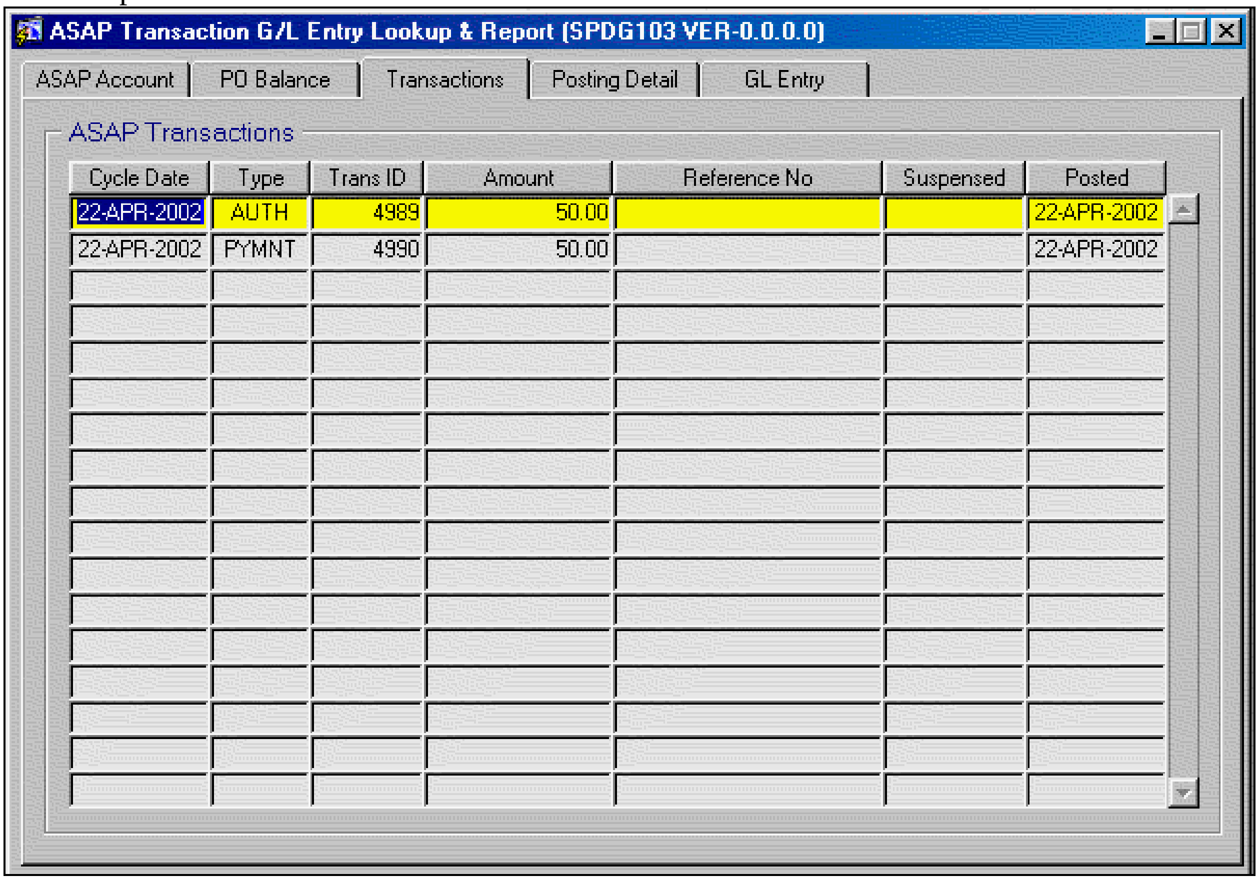
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**

1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Reports** folder.
3	Double-click **SPDG103 – ASAP Transaction G/L Entry Lookup & Report** ***Result:*** The ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103) is displayed.
4	Click **Transactions** Tab Result: The ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103) is displayed.

Example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103)

An example of the screen is shown below.



ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103):

- view ASAP transactions

Field description table

The following table describes the fields in the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103).

Field Description Table		
Field	**Type**	**Description**
CYCLE DATE	• displayed, and • not updateable	This field displays the cycle date of the ASPA transaction which defaults from ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103).
TYPE	• displayed, and • not updateable	This field displays the transaction type of the ASPA transaction. Types that could be indicated are: **AUTH**- Authorization **PYMNT**- Payment
TRANS ID	• displayed, and • not updateable	This field displays the transaction identification number of the ASAP transaction.
AMOUNT	• displayed, and • not updateable	This field displays the amount of the ASAP transaction.
REFERENCE NO	• displayed, and • not updateable	This field displays the reference number of the ASAP transaction.
SUSPENDED	• displayed, and • not updateable	This field displays the suspended date of the ASAP transaction.
POSTED	• displayed, and • not updateable	This field displays the date the ASAP transaction was posted to the general ledger.

Using the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103)

Introduction

This topic provides information about using the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- view ASAP transactions

View ASAP transactions

Follow the steps in the table below to view ASAP transactions.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction G/L Entry Lookup & Report Screen ~ Transactions Tab (SPDG103)
2	VARIOUS FIELDS	The transaction detail is displayed in the date fields. This screen is view only and the data fields are protected from update.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update.	This error message will be displayed if the user double clicks on greyed fields that have data displayed. All of the fields in this Tab are view only and not updateable.
You cannot create records here.	This error message will be displayed if the user double clicks on greyed fields that have no data displayed. All of the fields in this Tab are view only and not updateable.

ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103)

This section provides information about the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103), including

- about the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103), and
- using the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103)

About the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103)

Introduction

This topic provides information about the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103), including

- purpose
- when to use
- accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103)
- example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103) allows the user to query and view the transaction detail for the selected ASAP transaction line item.

When to use

Use the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103) to view more specific transaction detail for the line item queried and highlighted from the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103).

Accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103)

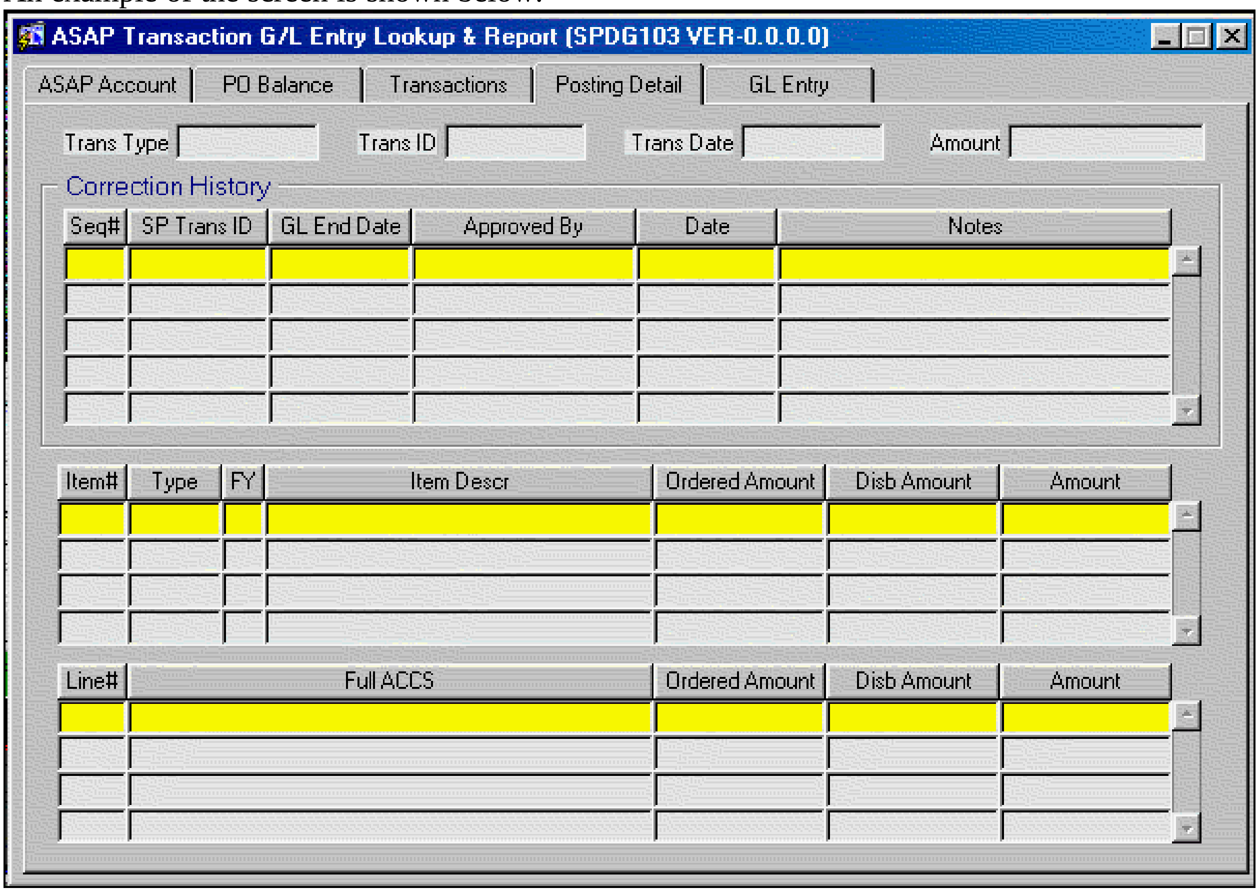
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**

1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Reports** folder.
3	Double-click **SPDG103 – ASAP Transaction G/L Entry Lookup & Report** ***Result:*** The ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103) is displayed.
4	Click **Posting Detail** Tab Result: The ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103) is displayed.

Example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103)

An example of the screen is shown below.



ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103):

- view posting detail

Field description table

The following table describes the fields in the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103).

Field Description Table		
Field	**Type**	**Description**
TRANS TYPE	• displayed, and • not updateable	The type of transaction you want to look up. Types that could be indicated are: **AUTH**- Authorization **PYMNT**- Payment
TRANS ID	• displayed, and • not updateable	This field displays the ID of the selected transaction.
TRANS DATE	• displayed, and • not updateable	This field displays the date this transaction was entered.
AMOUNT	• displayed, and • not updateable	This field displays the amount associated with this transaction.
SEQ #	• displayed, and • not updateable	This field displays the system-generated sequence number for this transaction.
SP TRANS ID	• displayed, and • not updateable	This field is protected against update and cannot be modified.
GL END DATE	• displayed, and • not updateable	This field displays the G/L end date for this posting.
APPROVED BY	• displayed, and • not updateable	This field displays the name of the person who approved the selected transaction
DATE	• displayed, and • not updateable	This field displays the date of the transaction approval.
NOTES	• displayed, and • not updateable	This field displays the free-form notes about the transaction
ITEM#	• displayed, and • not updateable	This field displays the item number of a distributed line item of the ASAP transaction selected.
TYPE	• displayed, and • not updateable	This field displays the purchase order item type for the ASAP transaction selected.

Field Description Table		
FY	• displayed, and • not updateable	Fund Year. This field displays the fund year for the ASAP transaction selected.
ITEM DESCR	• displayed, and • not updateable	This field displays the description of the selected item.
ORDERED AMOUNT	• displayed, and • not updateable	This field displays the ordered amount of the purchase order MDL of a distributed line item for the ASAP transaction selected.
DISB AMOUNT	• displayed, and • not updateable	This field displays the disbursed amount for the ASAP transaction selected.
AMOUNT	• displayed, and • not updateable	This field displays the total amount for the fund year
LINE#	• displayed, and • not updateable	This field displays the system-generated number of the line item.
FULL ACCS	• displayed, and • not updateable	This field displays the Account Classification Code Structure of the purchase order MDL for an ASAP grant.
ORDERED AMOUNT	• displayed, and • not updateable	This field displays the ordered amount of the purchase order MDL of a distributed line item for the ASAP transaction selected.
DISB AMOUNT	• displayed, and • not updateable	This field displays the disbursed amount for the ASAP transaction selected.
AMOUNT	• displayed, and • not updateable	This field displays the total amount for the selected line.

Using the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103)

Introduction

This topic provides information about using the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before you begin this procedure, query the desired transaction in the control section of the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103).

Procedures

Following are procedures to

- view posting detail

View posting detail

Follow the steps in the table below to view posting detail.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction G/L Entry Lookup & Report Screen ~ Posting Detail Tab (SPDG103).
2	ENTER QUERY	• Click the **Enter Query** button on the tool bar. • ***Result:*** All of the greyed fields in control section will turn white and values may be entered. • **Note**: If the user attempts to update fields prior to selecting the Enter Query button, an error message will be displayed indicating the field cannot be updated.
3	VARIOUS FIELDS	• Enter query data into desired data fields.
4	EXECUTE QUERY	• Click the **Execute Query** button on the tool bar. ***Result:*** The posting detail is displayed in the date fields. These fields are view only and the data fields are protected from update.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update.	This error message will be displayed if the user double clicks on greyed fields that have data displayed. All of the fields in this Tab are view only and not updateable.

You cannot create records here.	This error message will be displayed if the user double clicks on greyed fields that have no data displayed. All of the fields in this Tab are view only and not updateable.

ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103)

This section provides information about the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103), including

- about the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103), and
- using the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103)

About the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103)

Introduction

This topic provides information about the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103), including

- purpose
- when to use
- accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103)
- example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103) allows the user to query and view the transaction detail for the selected ASAP transaction line item.

When to use

Use the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103) to view more specific transaction detail for the line item queried and highlighted from the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103)

Accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103)

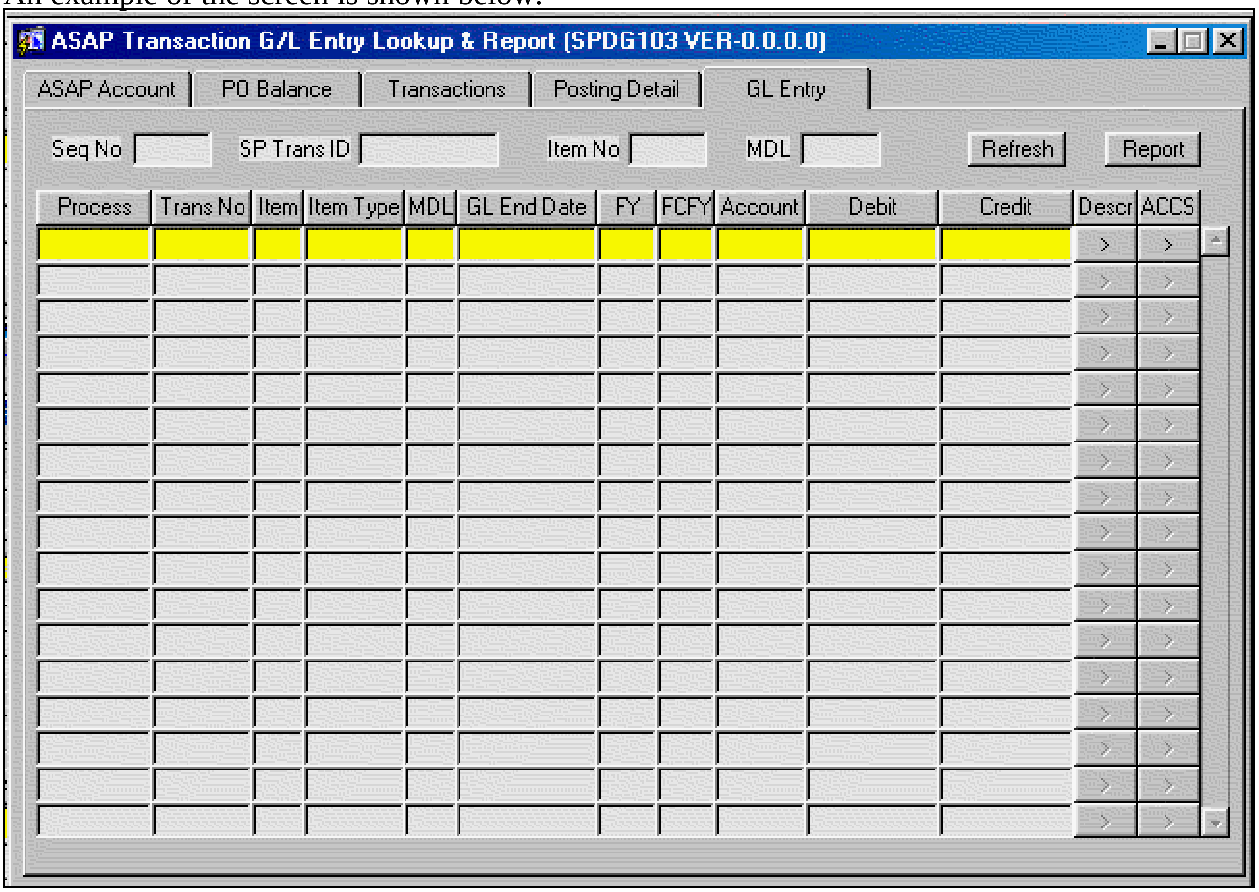
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Reports** folder.

3	Double-click **SPDG103 – ASAP Transaction G/L Entry Lookup & Report** ***Result:*** The ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103) is displayed.
4	Click **G/L Entry** Tab ***Result:*** The ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103) is displayed.

Example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103)

An example of the screen is shown below.



ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103):

- view G/L entries

Field description table

The following table describes the fields in the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103).

Field Description Table		
Field	**Type**	**Description**
SEQUENCE NO	• required, and • not updateable	This field displays the system generated sequence number of a posted transaction. . This value is defaulted from the ASAP Transaction Correction & Lookup Screen (SPDG006).
SP TRANS ID	• required, and • not updateable	This field displays the system generated internal standard payment transaction identification number. This value is defaulted from the ASAP Transaction Correction & Lookup Screen (SPDG006).
ITEM	• required, and • not updateable	This field displays the item number of a distributed line item for the g/l entry. This value is defaulted from the ASAP Transaction Correction & Lookup Screen (SPDG006).
MDL	• required, and • not updateable	This field displays the distribution line item. This value is defaulted from the ASAP Transaction Correction & Lookup Screen (SPDG006).
REFRESH	• screen selection button	This screen selection button is used to re-display the current screen.
REPORT	• screen selection button	This button is used to launch the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103).
GL END DATE	• required, and • not updateable	This field identifies the general ledger end date of a g/l entry. This value is defaulted from the ASAP Transaction Correction & Lookup Screen (SPDG006).
FY	• required, and • not updateable	This field displays the fiscal year for the general for the g/l entry. This value is defaulted from the ASAP Transaction Correction & Lookup Screen (SPDG006).

Field Description Table		
FCFY	• required, and • not updateable	This field displays the fund code fund year for the g/l entry. . This value is defaulted from the ASAP Transaction Correction & Lookup Screen (SPDG006)..
ACCOUNT	• required, and • not updateable	This field displays the account number for the g/l entry. This value is defaulted from the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006).
DEBIT	• required, and • not updateable	This field displays the total debit amount of the g/l entry. This value is defaulted from the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006).
CREDIT	• required, and • not updateable	This field displays the total credit amount of the g/l entry. This value is defaulted from the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)..
DESCR	• required, and • not updateable	This field displays the item description for the g/l entry. . This value is defaulted from the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006).
ACCS	• required, and • not updateable	This field displays all ACCS fields of a distributed MDL of a g/l entry. . This value is defaulted from the ASAP Transaction Correction & Lookup Screen ~ New Correction Tab (SPDG006)..

Using the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103)

Introduction

This topic provides information about using the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before you begin this procedure, query the desired transaction in the control section of the ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103).

Procedures

Following are procedures to

- view G/L entry detail

View G/L entry detail

Follow the steps in the table below to view g/l entry detail.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103).
2	ENTER QUERY	• Click the **Enter Query** button on the tool bar. ***Result***: All of the greyed fields in control section will turn white and values may be entered. Note: If the user attempts to update fields prior to selecting the Enter Query button, an error message will be displayed indicating the field cannot be updated.
3	VARIOUS FIELDS	• Enter query data into desired data fields .
4	EXECUTE QUERY	• Click the **Execute Query** button on the tool bar. ***Result:*** The g/l entry data is displayed in the various fields.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Field is protected against update.	This error message will be displayed if the user double clicks on greyed fields that have data displayed. All of the fields in this Tab are view only and not updateable.
You cannot create records here.	This error message will be displayed if the user double clicks on greyed fields that have no data displayed. All of the fields in this Tab are view only and not updateable.

ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103)

This section provides information about the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103), including

- about the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103), and
- using the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103)

About the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103)

Introduction

This topic provides information about the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103), including

- purpose
- when to use
- accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103)
- example of the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103) allows the user to query, view, and print out detailed reports of interfaced ASAP transaction general ledger detail by specific parameters. This report cannot be accessed directly from the ASAP Interface Navigation Menu, and must be accessed by the Report screen selection button on the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103).

When to use

Use the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103) to enter specific parameters (Account ID, Transaction ID, Transaction Type, Transaction Amount, Sequence No, SP Trans ID, Item NO, and MDL)

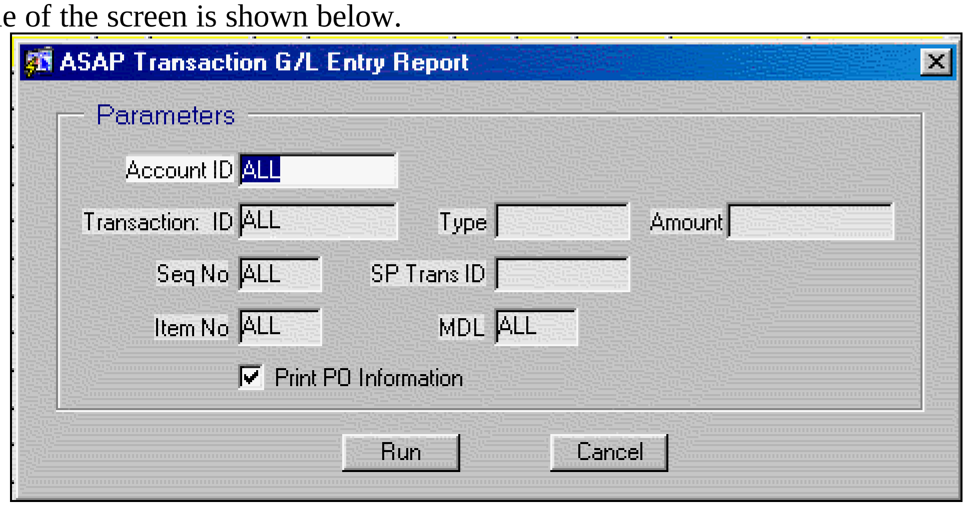
Accessing the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interfacing System** folder.
2	Click on the **Reports** folder.
3	Double-click **SPDG103 – ASAP Transaction G/L Entry Lookup & Report** ***Result:*** The ASAP Transaction G/L Entry Lookup & Report Screen ~ ASAP Account Tab (SPDG103) is displayed.
4	Click **G/L Entry** Tab ***Result:*** The ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103) is displayed.
5	Click **Report** Screen Selection Button ***Result:*** The ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103) is displayed.

Example of the ASAP Transaction G/L Entry Lookup & Report Screen ~G/L Entry Tab ~ Report Screen Selection Button (SPDG103)

An example of the screen is shown below.



ASAP Transaction G/L Entry Lookup & Report Screen ~G/L Entry ~ Report Screen Selection Button (SPDG103)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction G/L Entry Lookup & Report Screen ~G/L Entry Tab ~ Report Screen Selection Button (SPDG103):

- generate detail report

Field description table

The following table describes the fields in the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103).

Field Description Table		
Field	**Type**	**Description**
ACCOUNT ID	• displayed	This field displays the account identification number.
TRANS ID	• displayed	Transaction identification number. This field displays the transaction ID number of a posted transaction.
TYPE AMT	• displayed	This field displays the
SEQ NO	• displayed	Sequence Number. This field displays the system generated sequence number of a posted transaction.
SP TRANS ID	• displayed	Standard Payment Transaction. This field displays the system generated internal SP Transaction identification number.
ITEM NO	• displayed	This field displays the item number of a distributed line item of a posted ASAP transaction.
MDL	• displayed	Multiple Distribution Line. This field displays the MDL number of a distributed line item.
PRINT PO INFORMATION	• displayed, and • indicator flag	This filed is used to indicate whether the PO information is to be printed along with the generated report.
RUN	• screen selection button	This screen selection button allows the user to query a detail report for the parameters entered.
CANCEL	• screen selection button	This screen selection button closes the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103)

Using the ASAP Transaction G/L Entry Lookup & Report Screen ~ Report Screen Selection Button (SPDG103)

Introduction

This topic provides information about using the ASAP Transaction G/L Entry Lookup & Report Screen ~ PO Balance Tab (SPDG103), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

The Report screen selection button must be highlighted and an ASAP transaction must be selected on the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab (SPDG103), before beginning this procedure.

Procedures

Following are procedures to

- generate detail report

Generate detail report

Follow the procedures in the table below to generate detail report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103).
2	ACCOUNT ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate group identification number. ***Result:*** The group ID parameter is displayed.
3	TRANS ID	The default ALL is displayed. • Double click in field to enter ID number.
4	TYPE AMT	This field is protected against update and cannot be modified.
5	SEQ NO	The default ALL is displayed. • Double click in field to enter sequence number.
6	SP TRANS ID	This field is protected against update and cannot be modified.

7	ITEM NO	The default ALL is displayed. • Double click in field to enter item number.
8	MDL	The default ALL is displayed. • Double click in field to enter MDL number.
9	PRINT PO INFORMATION	The indicator flag default value is selected. Double click in the field to de-select.
10	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP G/L Lookup detailed report is displayed. • If *no*, go to step 12 or exit screen.
11	N/A	Do you want to print detail report? • If *yes*, click the **Print** button on the tool bar. ***Result:*** The ASAP G/L Lookup detail report displayed is printed If *no*, go to step 12 or exit screen.
11	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Transaction G/L Entry Lookup & Report Screen ~ G/L Entry Tab ~ Report Screen Selection Button (SPDG103) is closed and the parameters entered are not saved. • If *no*, go to step 8.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Account ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering an account ID. Click in field to select 'ALL' or double click to select a valid account ID from the LOV prior to clicking **Run** screen selection button.
Transaction ID must be entered	This error message is displayed if the user clicks the **Run** screen selection button without entering a transaction ID. Click in field to select 'ALL' or double click to select a valid transaction ID from the LOV prior to clicking **Run** screen selection button.

ASAP Account Profile and Authorization Report Screen (SPDG110)

This section provides information about the ASAP Account Profile and Authorization Report Screen (SPDG110), including

- about the ASAP Account Profile and Authorization Report Screen (SPDG110), and
- using the ASAP Account Profile and Authorization Report Screen (SPDG110)

About the ASAP Account Profile and Authorization Report Screen (SPDG110)

Introduction

This topic provides information about the ASAP Account Profile and Authorization Report Screen (SPDG110), including

- purpose
- when to use
- accessing the ASAP Account Profile and Authorization Report Screen (SPDG110)
- example of the ASAP Account Profile and Authorization Report Screen (SPDG110)
- tasks involved, and
- field description table

Purpose

The ASAP Account Profile and Authorization Report Screen (SPDG110) allows the user to query, preview and print out detailed reports of interfaced ASAP transaction account profile and authorizations by specific parameters. This report screen is accessed from the ASAP Account Management Screen (SPDG003) and cannot be accessed directly from the ASAP Interface Navigation Menu. See Accessing the ASAP Account Profile and Authorization Report Screen (SPDG110).

When to use

Use the ASAP Account Profile and Authorization Report Screen (SPDG102) to enter specific parameters (account ID, recipient ID, requestor ID, and group ID) to generate the detailed report.

Accessing the ASAP Account Profile and Authorization Report Screen (SPDG110)

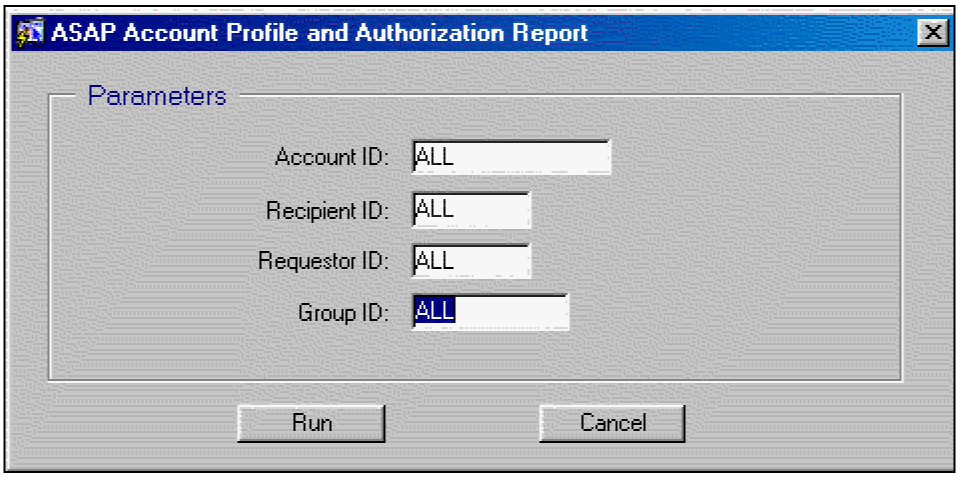
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Transaction and Lookup** folder.

3	Double-click **SPDG003 – Account Management** ***Result:*** The ASAP Account Management Screen ~ Line Items/MDLs Tab (SPDG003) is displayed.
4	Click **Report** screen selection button in control section ***Result:*** The ASAP Account Profile and Authorization Report Screen (SPDG110) is displayed.

Example of the ASAP Account Profile and Authorization Report Screen (SPDG110)

An example of the screen is shown below.



ASAP Account Profile and Authorization Reports Screen (SPDG110)

Tasks involved

The following major tasks are accomplished with the ASAP Account Profile and Authorization Report Screen (SPDG110):

- generate detail report

Field description table

The following table describes the fields in the ASAP Account Profile and Authorization Report Screen (SPDG110).

Field Description Table		
Field	**Type**	**Description**
ACCOUNT ID	• required, and • LOV available	This field displays the account identification number.
RECIPIENT ID	• required, and • LOV available	This field displays the 7 digit recipient identification number of a posted ASAP transaction.

Field Description Table		
REQUESTOR ID	• required, and • LOV available	This field displays the 7 digit requestor identification number of a posted ASAP transaction.
GROUP ID	• required, and • LOV available	This field displays the 7 digit group identification number of a posted ASAP transaction.
RUN	• screen selection button	This screen selection button allows the user to query a detailed report for the parameters entered.
CANCEL	• screen selection button	This screen selection button closes the ASAP Account Profile and Authorization Report Screen (SPDG110)

Using the ASAP Account Profile and Authorization Report Screen (SPDG110)

Introduction

This topic provides information about using the ASAP Account Profile and Authorization Report Screen (SPDG110), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- generate detail report

Generate detail report

Follow the steps in the table below to generate detail report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Account Profile and Authorization Report Screen (SPDG110)

2	ACCOUNT ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate group identification number. ***Result:*** The group ID parameter is displayed.
3	RECIPIENT ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate recipient identification number. ***Result:*** The recipient ID parameter is displayed.
4	REQUESTOR ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate requestor identification number. ***Result:*** The requestor ID parameter is displayed.
5	GROUP ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate group identification number. ***Result:*** The group ID parameter is displayed.
6	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP Account Profile & Authorization detailed report is displayed. • If *no*, go to step 7.
7	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Account Profile and Authorization Report Screen (SPDG110) is closed and the parameters entered are not saved. • If *no*, go to step 6.

8		Do you want to print detail report? • If *yes*, click the **Print** button on the tool bar. ***Result:*** The ASAP Account Profile and Authorization detail report displayed is printed If *no*, go to step 7.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Recipient ID must be entered.	This error message is displayed if the user clicks the **Run** screen selection button without entering a recipient ID. Click in field to select 'ALL' or double click to select a valid recipient ID from the LOV prior to clicking **Run** screen selection button.
Requestor ID must be entered.	This error message is displayed if the user clicks the **Run** screen selection button without entering a requestor ID. Click in field to select 'ALL' or double click to select a valid requestor ID from the LOV prior to clicking **Run** screen selection button.

ASAP Authorization Uploading Report Screen (SPDG111)

This section provides information about the ASAP Authorization and Uploading Report Screen (SPDG111), including

- about the ASAP Authorization and Uploading Report Screen (SPDG111), and
- using the ASAP Authorization and Uploading Report Screen (SPDG111)

About the ASAP Authorization Uploading Report Screen (SPDG111)

Introduction

This topic provides information about the ASAP Authorization Uploading Report Screen (SPDG111), including

- purpose
- when to use
- accessing the ASAP Authorization Uploading Report Screen (SPDG111)
- example of the ASAP Authorization Uploading Report Screen (SPDG111)
- tasks involved, and
- field description table

Purpose

The ASAP Authorization Uploading Report Screen (SPDG111) allows the user to query, preview and print detailed reports of interfaced ASAP transaction upload authorizations by specific parameters. This report screen is accessed from the Account Profile & Authorization Uploading Screen (SPDG200) and can not be access directly from the ASAP Interface Navigation Menu. See Accessing ASAP Authorization Uploading Report Screen (SPDG111).

When to use

Use the ASAP Authorization Uploading Report Screen (SPDG111) to enter specific parameters (ALC and region and cycle date) to generate the detailed report.

Accessing the ASAP Authorization and Uploading Report Screen (SPDG111)

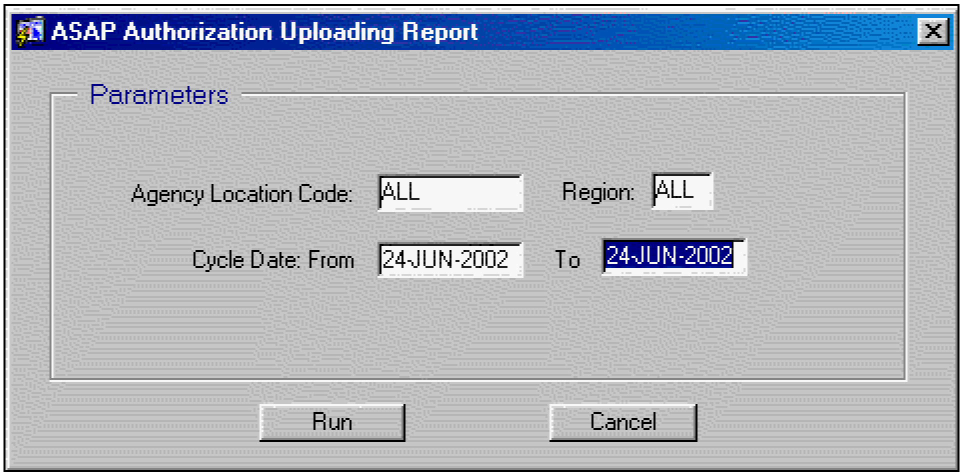
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Interface** folder.
3	Double-click **SPDG200 – Profile and Authorization Upload** ***Result:*** The ASAP Profile & Authorization Uploading Screen (SPDG200) is displayed.

4	Click **Report** Screen Selection button. ***Result***: The ASAP Authorization and Uploading Report Screen (SPDG111) is displayed.

Example of the ASAP Authorization and Uploading Report Screen (SPDG111)

An example of the screen is shown below.



ASAP Authorization Uploading Report Screen (SPDG111)

Tasks involved

The following major tasks are accomplished with the ASAP Authorization Uploading Report Screen (SPDG111):

- generate detail report

Field description table

The following table describes the fields in ASAP Authorization Uploading Report Screen (SPDG111).

Field Description Table		
Field	**Type**	**Description**
Agency Location Code	• required, and • LOV available	This field displays the 8 digit agency location code of an interfaced ASAP transaction in **99-99-9999** format.
Region	• required, and • LOV available	This field displays the 2 digit region code of an interfaced ASAP transaction.
Cycle Date From	• required, and • LOV available	This field displays the cycle date ‘from’ of a interfaced ASAP transaction.
Cycle Date To	• required, and • LOV available	This field displays the cycle date ‘to’ of a interfaced ASAP transaction.

Field Description Table		
RUN	• screen selection button	This screen selection button allows the user to query a detailed report for the parameters entered.
CANCEL	• screen selection button	This screen selection button closes the ASAP Authorization Uploading Report Screen (SPDG111)

Using the ASAP Authorization Uploading Report Screen (SPDG111)

Introduction

This topic provides information about using the ASAP Authorization Uploading Report Screen (SPDG111), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- generate detail report

Generate detail report

Follow the steps in the table below to generate detail report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Authorization and Uploading Report Screen (SPDG111)
2	AGENCY LOCATION CODE	• The default 'ALL' is displayed. To specify ALC, double click in the field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate agency location code. ***Result:*** The ALC parameter is displayed.
3	REGION	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate ALC region code. ***Result:*** The region code parameter is displayed.

4	CYCLE DATE FROM	• Click in field to select 'ALL' or double click for LOV. ***Result:*** A LOV is displayed. • Select appropriate 'from' date. ***Result:*** The cycle date 'from' parameter is displayed.
5	CYCLE DATE TO	• Click in field to select 'ALL' or double click for LOV. ***Result:*** A LOV is displayed. • Select appropriate 'to' date. ***Result:*** The cycle date 'to' parameter is displayed.
6	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP Authorization Uploading detailed report is displayed. • If *no*, go to step 8 or exit screen.
7	N/A	Do you want to print detail report? • If *yes*, click the **Print** button on the tool bar. ***Result:*** The ASAP Authorization Uploading detail report displayed is printed If *no*, go to step 8 or exit.
8	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Authorization Uploading Report Screen (SPDG111) is closed and the parameters entered are not saved. • If *no*, go to step 6.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**

ALC must be entered	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid agency location code. Click in field to select 'ALL' or double click to select a valid ALC from the LOV prior to clicking the **Run** screen selection button.
From date must be entered	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid 'from' date. Click in field to select 'ALL' or double click to select a valid 'from' date from the LOV prior to clicking the **Run** screen selection button.
To date must be entered	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid 'to' date. Click in field to select 'ALL' or double click to select a valid 'to' date from the LOV prior to clicking the **Run** screen selection button.

ASAP Agency Report Downloading Report Screen (SPDG112)

This section provides information about the ASAP Agency Report Downloading Report Screen (SPDG112), including

- about the ASAP Agency Report Downloading Report Screen (SPDG112), and
- using the ASAP Agency Report Downloading Report Screen (SPDG112)

About the ASAP Agency Report Downloading Report Screen (SPDG112)

Introduction

This topic provides information about the ASAP Agency Report Downloading Report Screen (SPDG112), including

- purpose
- when to use
- accessing the ASAP Agency Report Downloading Report Screen (SPDG112)
- example of the ASAP Agency Report Downloading Report Screen (SPDG112)
- tasks involved, and
- field description table

Purpose

The ASAP Agency Report Downloading Report Screen (SPDG112) allows the user to query, preview and print a detailed report of downloaded interfaced ASAP transactions by specific parameters. This report screen is accessed from the ASAP Agency Report Downloading Screen (SPDG201) and cannot be accessed directly from the ASAP Interface Navigation Menu. See Accessing ASAP Agency Report Downloading Report Screen (SPDG112).

When to use

Use the ASAP Agency Report Downloading Report Screen (SPDG112) to enter specific parameters (ALC and region, cycle date and agency report) to generate the detailed report.

Accessing the ASAP Agency Report Downloading Report Screen (SPDG112)

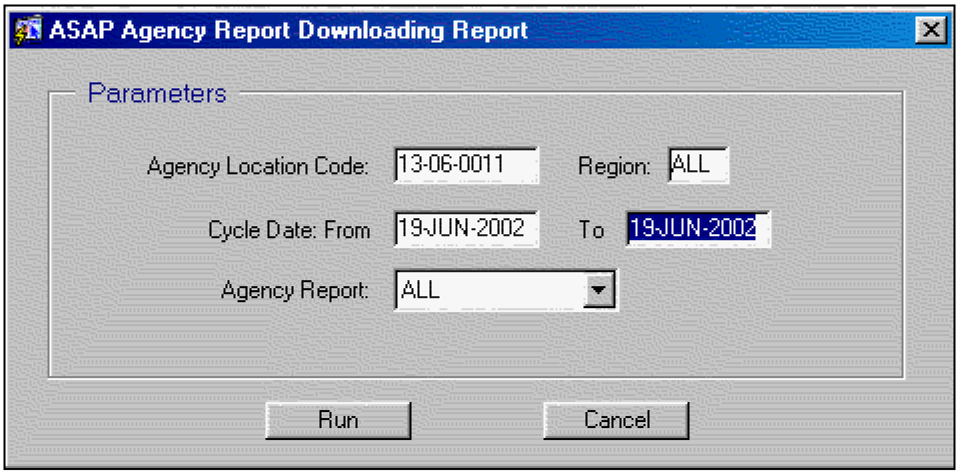
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Transaction and Lookup** folder.

3	Double-click **SPDG201 – Agency Report Download** ***Result:*** The ASAP Agency Report Downloading Screen (SPDG201) is displayed.
4	Click **Report** screen selection button. ***Result:*** The ASAP Agency Report Downloading Report Screen (SPDG112) is displayed.

Example of the ASAP Agency Report Downloading Report Screen (SPDG112)

An example of the screen is shown below.



ASAP Agency Report Downloading Report Screen (SPDG112)

Tasks involved

The following major tasks are accomplished with the ASAP Agency Report Downloading Report Screen (SPDG112):

- generate detailed report

Field description table

The following table describes the fields in the ASAP Agency Report Downloading Report Screen (SPDG112).

Field Description Table		
Field	**Type**	**Description**
AGENCY LOCATION CODE	• required, and • LOV available	This field displays the 8 digit agency location code of an ASAP transaction in **99-99-9999** format.
REGION	• required, and • LOV available	This field displays the 2 digit ALC region code of an ASAP transaction.
CYCLE DATE: FROM	• required, and • LOV available	This field displays the cycle date 'from' of a downloading ASAP transaction.

Field Description Table		
CYCLE DATE: TO	• required, and • LOV available	This field displays the cycle date 'to' of a downloading ASAP transaction.
AGENCY REPORT	• required, and • drop down list	This field displays the agency report type of a downloading ASAP transaction. The default **ALL** is displayed. **Acknowledgement** and **ASAP ID Directory** are also available from drop down list.
RUN	• screen selection button	This screen selection button allows the user to query a detailed report for the parameters entered.
CANCEL	• screen selection button	This screen selection button closes the ASAP Agency Report Downloading Report Screen (SPDG112)

Using the ASAP Agency Report Downloading Report Screen (SPDG112)

Introduction

This topic provides information about using the ASAP Agency Report Downloading Report Screen (SPDG112), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- generate detail report

Generate detail report

Follow the steps in the table below to generate detail report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Agency Report Downloading Report Screen (SPDG112)

2	AGENCY LOCATION CODE	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate agency location code. ***Result:*** The ALC parameter is displayed.
3	REGION	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate region code. ***Result:*** The region code parameter is displayed.
4	CYCLE DATE: FROM	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate date. ***Result:*** The cycle date 'from' parameter is displayed.
5	CYCLE DATE: TO	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate date. ***Result:*** The cycle date 'to' parameter is displayed.
6	AGENCY REPORT	• The default type ALL is displayed, click drop down list arrow to select other values. ***Result:*** The values **ALL**, **Acknowledgement** and **ASAP ID Directory** are displayed. • Select appropriate report type ***Result:*** The agency report parameter is displayed.
7	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP Agency Report Downloading detailed report is displayed. • If *no*, go to step 9.

8	N/A	Do you want to print detail report? • If *yes*, click the **Print** button on the tool bar. ***Result:*** The ASAP Agency Report Downloading detail report displayed is printed • If *no*, go to step 9 or exit.
9	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Agency Report Downloading Report Screen (SPDG112) is closed and the parameters entered are not saved. • If *no*, go to step 6.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Region code must be entered.	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid region code. Click in field to select 'ALL' or double click to select a valid region code from the LOV prior to clicking the **Run** screen selection button.
From date must be entered.	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid 'from' date. Click in field to select 'ALL' or double click to select a valid 'from' date from the LOV prior to clicking the **Run** screen selection button.
To date to must be entered.	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid 'to' date. Click in field to select 'ALL' or double click to select a valid 'to' date from the LOV prior to clicking the **Run** screen selection button.

ASAP Data Retrieval File Downloading Report Screen (SPDG113)

This section provides information about the ASAP Data Retrieval File Downloading Report Screen (SPDG113), including

- about the ASAP Data Retrieval File Downloading Report Screen (SPDG113), and
- using the ASAP Data Retrieval File Downloading Report Screen (SPDG113)

About the ASAP Data Retrieval File Downloading Report Screen (SPDG113)

Introduction

This topic provides information about the ASAP Data Retrieval File Downloading Report Screen (SPDG113), including

- purpose
- when to use
- accessing the ASAP Data Retrieval File Downloading Report Screen (SPDG113)
- example of the ASAP Data Retrieval File Downloading Report Screen (SPDG113)
- tasks involved, and
- field description table

Purpose

The ASAP Data Retrieval File Downloading Report Screen (SPDG113) allows the user to query, preview and print detailed reports of interfaced ASAP transactions by specific parameters. This report screen is accessed from the ASAP Profile & Authorization Uploading Screen (SPDG200) and cannot be accessed directly from the ASAP Interface Navigation Menu. See Accessing the ASAP Data Retrieval File Downloading Report Screen (SPDG113).

When to use

Use the ASAP Data Retrieval File Downloading Report Screen (SPDG113) to enter specific parameters (ALC and region, cycle date 'from' and 'to' and ASAP entry status) to generate the detailed report.

Accessing the ASAP Data Retrieval File Downloading Report Screen (SPDG113)

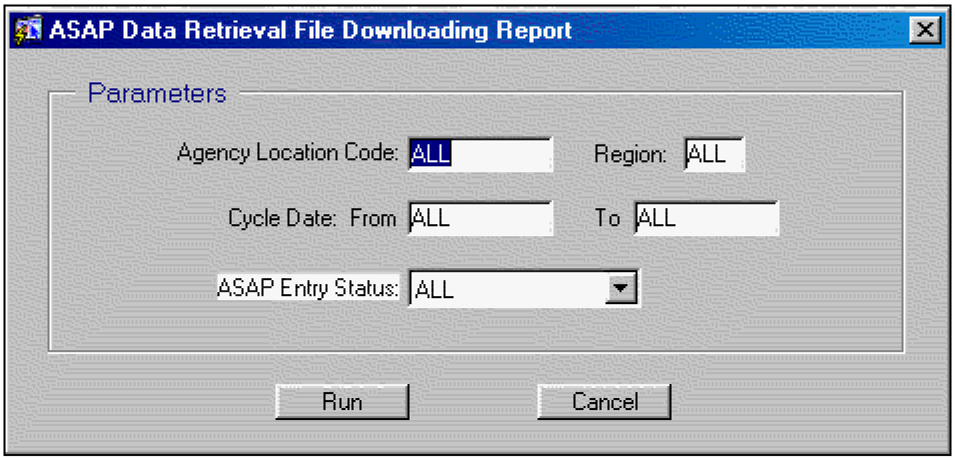
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Interface** folder.

3	Double-click **SPDG200 – Profile and Authorization Upload** ***Result:*** The ASAP Profile & Authorization Uploading Screen (SPDG200) is displayed.
4	Click **Report** Screen Selection button. ***Result***: The ASAP Data Retrieval File Downloading Report Screen (SPDG113) is displayed.

Example of the ASAP Data Retrieval File Downloading Report Screen (SPDG113)

An example of the screen is shown below.



ASAP Data Retrieval File Downloading Report Screen (SPDG113)

Tasks involved

The following major tasks are accomplished with the ASAP Data Retrieval File Downloading Report Screen (SPDG113):

- generate detail report

Field description table

The following table describes the fields in ASAP Data Retrieval File Downloading Report Screen (SPDG113).

Field Description Table		
Field	**Type**	**Description**
AGENCY LOCATION CODE	• required, and • LOV available	This field displays the 8 digit agency location code of an ASAP grant in **99-99-9999** format.
REGION	• required, and • LOV available	This field displays the 2 digit ALC region code of an ASAP grant.
CYCLE DATE FROM	• required, and • LOV available	This field displays the cycle date 'from' of a posted ASAP transaction.

Field Description Table		
CYCLE DATE TO	• required, and • LOV available	This field displays the cycle date 'to' of a posted ASAP transaction.
ASAP ENTRY STATUS	• required, and • drop down list	This field is a drop down list that displays the entry status of the ASAP transaction. **ALL** is the default status displayed; **POSTED**, **UNPOSTED** and **SUSPENDED** are also available for selection.
RUN	• screen selection button	This screen selection button allows the user to query a grant status report for the parameters entered.
CANCEL	• screen selection button	This screen selection button closes the ASAP Data Retrieval File Downloading Report Screen (SPDG113)

Using the ASAP Data Retrieval File Downloading Report Screen (SPDG113)

Introduction

This topic provides information about using the ASAP Data Retrieval File Downloading Report Screen (SPDG113), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before you begin this procedure, there must be downloaded interfaced ASAP transactions available for retrieval.

Procedures

Following are procedures to

- generate detail report

Generate detail report

Follow the steps in the table below to generate detail report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Data Retrieval File Downloading Report Screen (SPDG113)

2	AGENCY LOCATION CODE	***Result:*** The ALC parameter is displayed.
3	REGION	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate ALC region code. ***Result:*** The region code parameter is displayed.
4	CYCLE DATE FROM	• Click in field to select 'ALL' or double click for LOV. ***Result:*** A LOV is displayed. • Select appropriate 'from' date. ***Result:*** The cycle date 'from' parameter is displayed.
5	CYCLE DATE TO	• Click in field to select 'ALL' or double click for LOV. ***Result:*** A LOV is displayed. • Select appropriate 'to' date. ***Result:*** The cycle date 'to' parameter is displayed.
6	ASAP ENTRY STATUS	• The default type ALL is displayed, click drop down list arrow to select other values. ***Result:*** The values **ALL**, **POSTED**, **UNPOSTED** and **SUSPENDED** are displayed. • Select appropriate status ***Result:*** The ASAP entry status parameter is displayed.
7	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP Data Retrieval File Downloading detailed report is displayed. • If *no*, go to step 9 or exit screen.
8	N/A	Do you want to print detail report? • If *yes*, click the **Print** button on the tool bar. ***Result:*** The ASAP Data Retrieval File Downloading detail report displayed is printed If *no*, go to step 9 or exit.

9	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Data Retrieval File Downloading Report Screen (SPDG113) is closed and the parameters entered are not saved. • If *no*, go to step 7.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Region code must be entered.	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid region code. Click in field to select 'ALL' or double click to select a valid region code from the LOV prior to clicking the **Run** screen selection button.
From date must be entered.	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid 'from' date. Click in field to select 'ALL' or double click to select a valid 'from' date from the LOV prior to clicking the **Run** screen selection button.
To date to must be entered.	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid 'to' date. Click in field to select 'ALL' or double click to select a valid 'to' date from the LOV prior to clicking the **Run** screen selection button.

ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)

This section provides information about the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114), including

- about the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114), and
- using the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)

About the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)

Introduction

This topic provides information about the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114), including

- purpose
- when to use
- accessing the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)
- example of the ASAP Debit Vouche r/Deposit Ticket Validation Report Screen (SPDG114)
- tasks involved, and
- field description table

Purpose

The ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114) allows the user to query, preview and print detailed reports of interfaced ASAP transactions by specific parameters. . This report screen is accessed from the ASAP Debit Voucher and Deposit Ticket Screen (SPDG004) and cannot be accessed directly from the ASAP Interface Navigation Menu. See Accessing the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114).

When to use

Use the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114) to enter specific parameters (ALC, region code, and cycle date ‘from’ and ‘to’) to generate the detailed report.

Accessing the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)

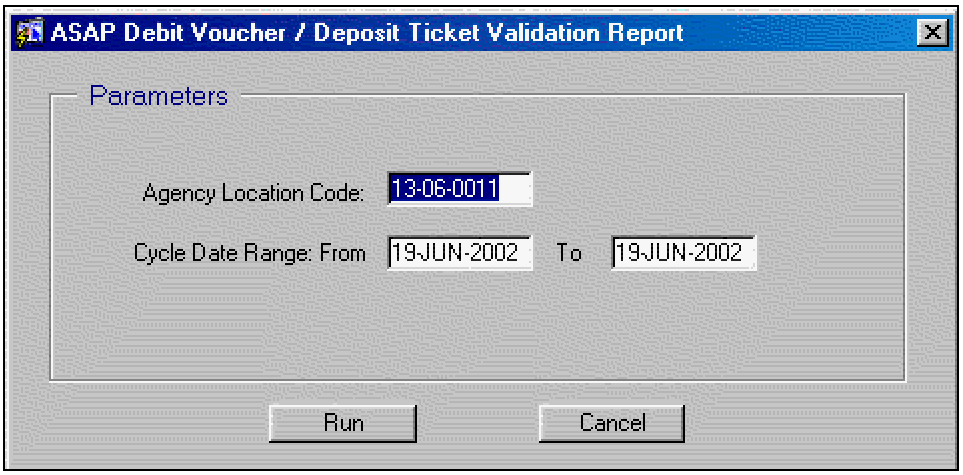
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Transaction and Lookup** folder.

3	Double-click **SPDG004 – Daily Schedule Control** ***Result:*** The ASAP Debit Voucher and Deposit Ticket Screen (SPDG004) is displayed.
4	Click **Report** screen selection button. ***Result:*** The ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114) is displayed.

Example of the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)

An example of the screen is shown below.



ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)

Tasks involved

The following major tasks are accomplished with the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114):

- generate detail report

Field description table

The following table describes the fields in the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114).

Field Description Table		
Field	**Type**	**Description**
AGENCY LOCATION CODE	• required, and • LOV available	This field displays the 8 digit agency location code of an ASAP grant in **99-99-9999** format.
CYCLE DATE RANGE: FROM	• required, and • LOV available	This field displays the cycle date 'from' of an interfaced ASAP transaction.

Field Description Table		
CYCLE DATE RANGE: TO	• required, and • LOV available	This field displays the cycle date 'to' of an interfaced ASAP transaction.
RUN	• screen selection button	This screen selection button allows the user to query a detailed report for the parameters entered.
CANCEL	• screen selection button	This screen selection button closes the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)

Using the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)

Introduction

This topic provides information about using the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before you begin this procedure there must be existing interface ASAP transactions.

Procedures

Following are procedures to

- generate detail report

Generate detail report

Follow the steps in the table below to generate detail report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114)
2	AGENCY LOCATION CODE	• The default 'ALL' is displayed. To specify ALC, double click in the field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate agency location code. ***Result:*** The ALC parameter is displayed.

3	CYCLE DATE FROM	• Click in field to select 'ALL' or double click for LOV. ***Result:*** A LOV is displayed. • Select appropriate 'from' date. ***Result:*** The cycle date 'from' parameter is displayed.
4	CYCLE DATE TO	• Click in field to select 'ALL' or double click for LOV. ***Result:*** A LOV is displayed. • Select appropriate 'to' date. ***Result:*** The cycle date 'to' parameter is displayed.
5	GROUP ID	• Click in field to select 'ALL' or double click to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate group identification number. ***Result:*** The group ID parameter is displayed.
6	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP Debit Voucher/Deposit Ticket Validation detailed report is displayed. • If *no*, go to step 8 or exit.
7	N/A	Do you want to print detail report? • If *yes*, click the **Print** button on the tool bar. ***Result:*** The ASAP Debit Voucher/Deposit Ticket Validation)detail report displayed is printed If *no*, go to step 8 or exit.
8	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Debit Voucher/Deposit Ticket Validation Report Screen (SPDG114) is closed and the parameters entered are not saved. • If *no*, go to step 6.

Troubleshooting and error messages

The table below provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
From date must be entered.	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid 'from' date. Click in field to select 'ALL' or double click to select a valid 'from' date from the LOV prior to clicking the **Run** screen selection button.
To date to must be entered.	This error message is displayed if the user clicks the **Run** screen selection button without selecting a valid 'to' date. Click in field to select 'ALL' or double click to select a valid 'to' date from the LOV prior to clicking the **Run** screen selection button.

ASAP Transaction Posting Report Screen (SPDG115)

This section provides information about the ASAP Transaction Posting Report Screen (SPDG115), including

- about the ASAP Transaction Posting Report Screen (SPDG115), and
- using the ASAP Transaction Posting Report Screen (SPDG115)

About the ASAP Transaction Posting Report Screen (SPDG115)

Introduction

This topic provides information about the ASAP Transaction Posting Report Screen (SPDG115), including

- purpose
- when to use
- accessing the ASAP Transaction Posting Report Screen (SPDG115)
- example of the ASAP Transaction Posting Report Screen (SPDG115)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction Posting Report Screen (SPDG115) allows the user to query, preview and print detailed interfaced ASAP transactions by specific parameters. This report screen is accessed from the ASAP Transaction Re-Posting and Lookup Screen (SPDG005) and cannot be access directly from the ASAP Interface Navigation Menu. See Accessing the ASAP Transaction Posting Report Screen (SPDG115).

When to use

Use the ASAP Transaction Posting Report Screen (SPDG115), to enter specific parameters (account status and ID, cycle date 'from' and 'to', and transaction status) to generate the detailed report.

Accessing the ASAP Transaction Posting Report Screen (SPDG115)

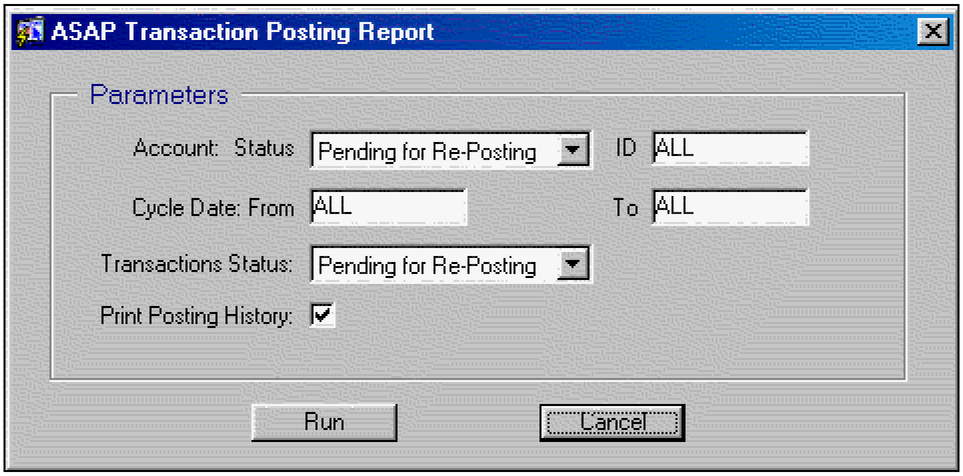
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Interface** folder.
3	Double-click **SPDG005 – Transaction Re-Posting** ***Result:*** The ASAP Transaction Re-Posting and Lookup Screen (SPDG005) is displayed.

4	Click **Report** Screen Selection button. ***Result***: The ASAP Transaction Posting Report Screen (SPDG115) is displayed.

Example of the ASAP Transaction Posting Report Screen (SPDG115)

An example of the screen is shown below.



ASAP Transaction Posting Report Screen (SPDG115)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction Posting Report Screen (SPDG115):

- generate detail report

Field description table

The following table describes the fields in ASAP Transaction Posting Report Screen (SPDG115).

Field Description Table		
Field	**Type**	**Description**
ACCOUNT STATUS	• required, and • drop down list	This field displays the account status of the posted ASAP transaction.
ACCOUNT ID	• required, and • LOV available	This field displays the account identification number of the posted ASAP transaction.
CYCLE DATE : FROM	• required, and • LOV available	This field displays the cycle date 'from' of a posted ASAP transaction.
CYCLE DATE : TO	• required, and • LOV available	This field displays the cycle date 'to' of a posted ASAP transaction.

Field Description Table		
TRANSACTION STATUS	• required, and • drop down list	This field displays the transaction status of the posted ASAP transaction.
PRINT POSTING HISTORY	• indicator flag	This field allows the user to indicate whether the posting history should be printed with the detailed report.
RUN	• screen selection button	This screen selection button allows the user to query a grant status report for the parameters entered.
CANCEL	• screen selection button	This screen selection button closes the ASAP Transaction Posting Report Screen (SPDG115)

Using the ASAP Transaction Posting Report Screen (SPDG115)

Introduction

This topic provides information about using the ASAP Transaction Posting Report Screen (SPDG115), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- generate detail report

Generate detail report

Follow the steps in the table below to generate detail report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Posting Report Screen (SPDG115)
2	ACCOUNT STATUS	• The default status 'Pending for Re-Posting' is displayed, click on drop down arrow to select other values. ***Result:*** Values **ALL**, **Pending for Re-Posting**, and **Fully Posted** are displayed. • Select appropriate status. ***Result:*** The account status is displayed.

3	ACCOUNT ID	• The default status 'ALL' is displayed, double click in field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate account ID number. ***Result:*** The account ID is displayed.
4	CYCLE DATE FROM	• The default status 'ALL' is displayed, double click in field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate 'from' date. ***Result:*** The cycle date 'from' parameter is displayed.
5	CYCLE DATE TO	• The default status 'ALL' is displayed, double click in field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate 'to' date. ***Result:*** The cycle date 'to' parameter is displayed.
6	TRANSACTION STATUS	• The default status 'Pending for Re-Posting' is displayed, click on drop down arrow to select other values. ***Result:*** The values **ALL**, **Pending for Re-Posting**, and **Posted** are displayed. • Select appropriate status. ***Result:*** The transaction status parameter is displayed.
7	PRINT POSTING HISTORY	• The indicator flag is checked, click in the field to unselect check mark. ***Result:*** The check mark is removed and the print posting history indicator flag is not selected.
8	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP Transaction Posting detailed report is displayed. • If *no*, go to step 10 or exit screen.

9	N/A	Do you want to print detail report? • If *yes*, click the **Print** button on the tool bar. ***Result:*** The ASAP Transaction Posting detail report displayed is printed If *no*, go to step 10 or exit screen.
10	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Transaction Posting Report Screen (SPDG115) is closed and the parameters entered are not saved. • If *no*, go to step 8.

Troubleshooting and error messages

There are no error messages commonly encountered with this screen.

ASAP Posting Corrections Report Screen (SPDG116)

This section provides information about the ASAP Posting Corrections Report Screen (SPDG116), including

- about the ASAP Posting Corrections Report Screen (SPDG116), and
- using the ASAP Posting Corrections Report Screen (SPDG116)

About the ASAP Posting Corrections Report Screen (SPDG116)

Introduction

This topic provides information about the ASAP Posting Corrections Report Screen (SPDG116), including

- purpose
- when to use
- accessing the ASAP Posting Corrections Report Screen (SPDG116)
- example of the ASAP Posting Corrections Report Screen (SPDG116)
- tasks involved, and
- field description table

Purpose

The ASAP Posting Corrections Report Screen (SPDG116) allows the user to query, preview and print detailed reports of interfaced ASAP transactions by specific parameters. This screen is from the ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006) and can not be accessed directly from the ASAP Interface Navigation Menu. See Accessing the ASAP Posting Corrections Report Screen (SPDG116).

When to use

Use the ASAP Posting Corrections Report Screen (SPDG116) to enter specific parameters (Transaction ID, and cycle date 'from and 'to') to generate the detailed report.

Accessing the ASAP Posting Corrections Report Screen (SPDG116)

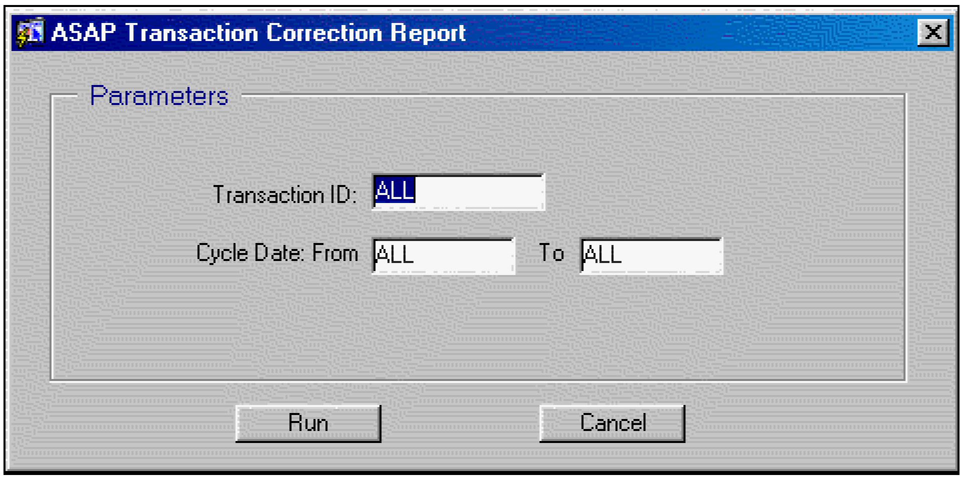
Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Transaction and Lookup** folder.
3	Double-click **SPDG006 – Transaction Correction** ***Result:*** The ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006) is displayed.

4	Click **Report** screen selection button in control section. ***Result:*** The ASAP Posting Corrections Report Screen (SPDG116) is displayed.

Example of the ASAP Posting Corrections Report Screen (SPDG116)

An example of the screen is shown below.



ASAP Posting Corrections Report Screen (SPDG116)

Tasks involved

The following major tasks are accomplished with the ASAP Posting Corrections Report Screen (SPDG116):

- generate detail report

Field description table

The following table describes the fields in the ASAP Posting Corrections Report Screen (SPDG116).

Field Description Table		
Field	**Type**	**Description**
Transaction ID	• required, and • not updateable	This field displays the transaction identification number of a posted ASAP transaction.
Cycle Date Range: From	• required, and • LOV available	This field displays the cycle date 'from' of a posted ASAP transaction.
Cycle Date Range: To	• required, and • LOV available	This field displays the cycle date 'to' of a posted ASAP transaction.
Run	• screen selection button	This screen selection button allows the user to query a detail report for the parameters entered.

Field Description Table		
CANCEL	• screen selection button	This screen selection button closes the ASAP Posting Corrections Report Screen (SPDG116)

Using the ASAP Posting Corrections Report Screen (SPDG116)

Introduction

This topic provides information about using the ASAP Posting Corrections Report Screen (SPDG116), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

There are no tasks to complete before beginning this procedure.

Procedures

Following are procedures to

- generate detail report

Generate detail report

Follow the steps in the table below to generate detail report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Posting Corrections Report Screen (SPDG116)
2	TRANSACTION ID	• The default status 'ALL' is displayed, double click in field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate transaction identification number. ***Result:*** The transaction ID parameter is displayed.
3	CYCLE DATE FROM	• The default status 'ALL' is displayed, double click in field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate 'from' date. ***Result:*** The cycle date 'from' parameter is displayed.

4	CYCLE DATE TO	• The default status 'ALL' is displayed, double click in field to select from LOV. ***Result:*** A LOV is displayed. • Select appropriate 'to' date. ***Result:*** The cycle date 'to' parameter is displayed.
5	RUN	Do you want to generate report for parameters entered? • If yes, click the **Run** screen selection button. ***Result:*** The ASAP Posting detailed report is displayed. • If *no*, go to step 7 or exit.
6	N/A	Do you want to print detail report? • If *yes*, click the **Print** button on the tool bar. ***Result:*** The ASAP Posting Corrections detail report displayed is printed • If *no*, go to step 7 or exit.
7	CANCEL	Do you want to cancel and clear query data? • If *yes*, click the **Cancel** screen selection button ***Result:*** The ASAP Posting Corrections Report Screen (SPDG116) is closed and the parameters entered are not saved. • If *no*, go to step 5.

Troubleshooting and error messages

There are no error messages commonly encountered with this screen.

ASAP Transaction Lookup Screen (PM047)

This section provides information about the ASAP Posting Corrections Report Screen (SPDG116), including

- about the ASAP Transaction Lookup Screen (PM047), and
- using the ASAP Transaction Lookup Screen (PM047)

About the ASAP Transaction Lookup Screen (PM047)

Introduction

This topic provides information about the ASAP Transaction Lookup Screen (PM047), including

- purpose
- when to use
- accessing the ASAP Transaction Lookup Screen (PM047)
- example of the ASAP Transaction Lookup Screen (PM047)
- tasks involved, and
- field description table

Purpose

The ASAP Transaction Lookup Screen (PM047) allows the user to view detailed information about the vendor invoices posted by the interface ASAP transactions of the debit voucher or deposit ticket. This is a lookup screen only, no input is allowed.

When to use

Use the ASAP Transaction Lookup Screen (PM047) to view ASAP payment detail.

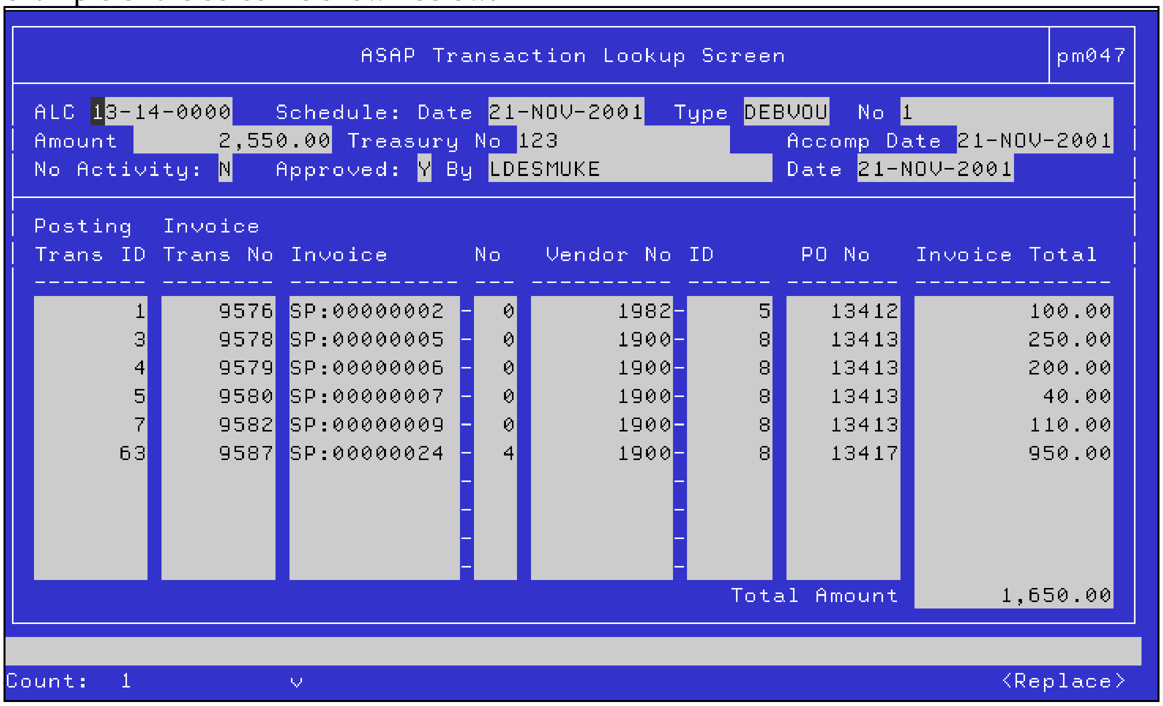
Accessing the ASAP Transaction Lookup Screen (PM047)

Follow the steps in the table below to access the screen.

Procedure Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **ASAP Interface System** folder.
2	Click on the **Transaction and Lookup** folder.
3	Double-click **SPDG006 – Transaction Correction** ***Result:*** The ASAP Transaction Correction & Lookup Screen ~ Control Section (SPDG006) is displayed.
4	Click **Report** screen selection button in control section. ***Result:*** The ASAP Transaction Lookup Screen (PM047) is displayed.

Example of the ASAP Transaction Lookup Screen (PM047)

An example of the screen is shown below.



ASAP Transaction Lookup Screen (PM047)

Tasks involved

The following major tasks are accomplished with the ASAP Transaction Lookup Screen (PM047):

- view ASAP detail

Field description table

The following table describes the fields in the ASAP Transaction Lookup Screen (PM047).

Field Description Table		
Field	**Type**	**Description**
ALC	• required, and • not updateable	This field displays the agency location number of a debit voucher or deposit ticket.
SCHEDULE DATE	• required, and • not updateable	This field displays the schedule date of a debit voucher or deposit ticket.
TYPE	• required, and • not updateable	This field displays the schedule type of a debit voucher or deposit ticket.
NO	• required, and • not updateable	This field displays the schedule number (internally created by CFS) of a debit voucher or deposit ticket

Field Description Table		
AMOUNT	• required, and • not updateable	This field displays the amount of a debit voucher or deposit ticket
TREASURY NO	• required, and • not updateable	This field displays the treasury number of a debit voucher or deposit ticket. If the No Activity/Negative value is "Y" (Yes), this field should be blank as no activity occurred on this Accomp Date
ACCOMP DATE	• required, and • not updateable	This field displays the accomplish date of a debit voucher or deposit ticket.
NO ACTIVITY	• required, and • not updateable	This field captures the negative reporting flag of a debit voucher or deposit ticket. If the value is "Y" (Yes) it indicates that no report was reported for the Accomp Date.
APPROVED	• required, and • not updateable	This field displays the approval flag of a debit voucher or deposit ticket. Valid values are "Y" Yes or "N" No.
(APPROVED) BY	• required, and • not updateable	This field displays the name of the person who approved the debit voucher or deposit ticket
(APPROVED) DATE	• required, and • not updateable	This field displays the date of the debit voucher or deposit ticket
POSTING TRANS ID	• required, and • not updateable	This field displays the CFS internal posting ID of an interfaced ASAP transaction of the debit voucher or deposit ticket for which the vendor invoice was created.
INVOICE TRANS NO	• required, and • not updateable	Invoice Transaction Number. This field displays the invoice transaction number of a vendor invoice created by a posting of an interfaced ASAP transaction of the debit voucher or deposit ticket.
INVOICE	• required, and • not updateable	This field displays the invoice number of a vendor invoice created by a posting of a debit voucher or deposit ticket.
(INVOICE) NO	• required, and • not updateable	This field displays the sub-invoice number of a vendor invoice created by a posting of an interfaced ASAP transaction of the debit voucher or deposit ticket.

Field Description Table		
VENDOR NO	• required, and • not updateable	This field displays the vendor number of a vendor invoice created by a posting of an interfaced ASAP transaction of the debit voucher or deposit ticket.
VENDOR ID	• required, and • not updateable	This field displays the vendor ID of a vendor invoice created by a posting of an interfaced ASAP transaction of the debit voucher or deposit ticket.
PO NO	• required, and • not updateable	Purchase Order (PO) Number. This field displays the PO number of a vendor invoice created by a posting of an interfaced ASAP transaction of the debit voucher or deposit ticket.
INVOICE TOTAL	• required, and • not updateable	This field displays the net invoice amount of a vendor invoice created by a posting of an interfaced ASAP transaction of the debit voucher or deposit ticket.
TOTAL AMOUNT	• required, and • not updateable	This field displays the total payment amount of a vendor invoice created by a posting of an interfaced ASAP transaction of the debit voucher or deposit ticket.

Using the ASAP Transaction Lookup Screen (PM047)

Introduction

This topic provides information about using the ASAP Posting Corrections Report Screen (SPDG116), including

- before you begin
- procedure, and
- troubleshooting and error messages

Before you begin

Before you begin this procedure there must be a posted, interfaced ASAP transaction of a debit voucher or deposit ticket.

Procedures

Following are procedures to

- view look up detail

View lookup detail

Follow the steps in the table below to view lookup detail.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the ASAP Transaction Lookup Screen (PM047)
2	ALC	The agency location number is displayed.
3	SCHEDULE DATE	The schedule date is displayed.
4	TYPE	The schedule type is displayed.
5	NO	The schedule number is displayed.
6	AMOUNT	The amount of the debit voucher or deposit ticket is displayed.
7	TREASURY NO	The treasury number is displayed.
8	ACCOMP DATE	The accomplished date is displayed.
9	NO ACTIVITY	The activity status is displayed.
10	APPROVED	The approval status flag is displayed.
11	(APPROVED) BY	If approved, the name of the approver is displayed.
12	(APPROVED) DATE	If approved, the approval date is displayed.
13	POSTING TRANS ID	The internal posting transaction ID number is displayed.
14	INVOICE TRANS NO	The invoice transaction number is displayed.
15	INVOICE	The invoice number of s vendor invoice is displayed.
16	(INVOICE) NO	The sub-invoice number of a vendor invoice is displayed.
17	VENDOR NO	The vendor number is displayed.
18	VENDOR ID	The vendor ID is displayed.
19	PO NO	The purchase order number is displayed.
20	INVOICE TOTAL	The net invoice amount is displayed.
21	TOTAL AMOUNT	The total payment amount is displayed.

Troubleshooting and error messages

There are no error messages commonly encountered with this screen.

Glossary for the ASAP Interface

Term/Acronym	Definition
Account ID	A system-generated identifying number created when a grant is established in ASAP. The first position contains either a "P" (indicating the CFS-generated purchase order number was used for this ID), or an "F" (indicating a feeder system number was used). This is based on the bureau.
Acknowledgment	A selection on the ASAP Agency Report Downloading screen (SPDG201) that displays a list of files that were received and posted by the FRBR, along with the Interface Status. See also *Interface Status*.
ALC	Agency Location Code. The 8-digit number identifying the funding agency charged or credited for the transactions associated with a grant. You can change it by selecting another code from the LOV. *See also LOV*.
ASAP	Automated Standard Application for Payments
ASAP ID	The ID assigned by the ASAP Interface to recipients and requestors. Taken from the ASAP ID Directory, which is downloaded monthly with the Agency Report Downloading screen (SPDG201).
Authorization	A record you create with the ASAP Account Management screen (SPDG003) to enable the release of grant amounts. The recipient is not allowed to draw funds, however, until the authorization is certified online in ASAP. The Interface Status shown on the ASAP Account Management screen ~ Authorizations Tab (SPDG003) will be "Authorization certified".
Bureau Code	The code for the federal agency issuing the grant. This code is taken from the purchase order.
CAMS	Commerce Administrative Management System
CAMS Navigator	The menu of systems, all of which are presented as folders that you can open and then select from a list of screens associated with each subsystem. The ASAP Interface is a system with five subsystem folders, each containing its own screens.
CA$HLINK	An electronic cash concentration and information system used to manage the collection of government funds. CA$HLINK concentrates daily deposits made to Treasury's accounts at financial institutions throughout the world into the Treasury's account at the Federal Reserve Bank of New York.
CFDA	The Catalog of Federal Domestic Assistance
CFS	Core Financial System

Term/Acronym	Definition
CMIA	Cash Management Improvement Act
Control section	The group of fields at the top of most ASAP screens that remains constant, regardless of how many detail sections are opened. See also *Detail section*.
DEBVOU	Debit Voucher transaction type, used for the total amount of payments made by ASAP for an ALC for a particular day. *See also ALC*.
DEPTIC	Deposit Ticket transaction type, used for the total amount of returned payments for an ALC's accounts for a particular day.
Detail section	The group of fields at the lower part of most ASAP screens that is generally part of a tab. It does not refer to separate detail windows that you may invoke with a selection button, only the detail that is part of a screen that also contains a control section. See also *Control section*.
Display-only	A characteristic of a field indicating that the field cannot be updated. Typically, it is a field that is part of a baseline source document and must be maintained throughout system (such as a PO number).
Download	Initiate the receipt of files from the FRBR. You should request that files be downloaded, on a daily basis, from the FRBR. When you initiate these downloads, the ASAP interface will take the files and change the interface status for you on various screens and reports. This enables you to know the stage a particular transaction, account, or grant authorization is in at any given time. See also *Interface Status*.
End Date	The date used to designate when the grant period ends. If an end date is designated, no payment request transactions will be processed the day following the end date (but the status on this screen will still show OPEN). You can modify the end date to a date in the future or remove the date completely and send the record to ASAP.
FRBR	Federal Reserve Bank of Richmond
Full ACCS	The full Accounting Classification Code Structure, which combines all of the ACCS fields of a multiple distribution line (MDL) for a transaction.
Grant	A federal grant is a financial assistance instrument that provides money and/or direct assistance to the recipient to carry out a public purpose authorized by a law of the United States.
Group ID	A number you can assign to facilitate the process of retrieving accounts for authorization entries. Must be created when the record is initially established with the ASAP Account Management screen (SPDG003), and cannot be added or

Term/Acronym	Definition
	changed, once saved.
GUI	Graphical User Interface
Interface	The software-created relationship between the ASAP module and the FRBR.
Interface Status	The ASAP Interface will keep you posted throughout the life of an account what its current status (state of processing) is. This status is associated with the account profile or authorization created and released for uploading to the FRBR using the ASAP Account Management screen (SPDG003). These statuses include: Authorization certified File being downloaded File being posted File marked for downloading File marked for posting File posting failed File posted successfully Interface file marked for transmission Interface file being transmitted Interface file transmission failed Interface file transmitted Interface file acknowledged Interface file rejected Interface file failed to be received Profile cancelled Profile not yet marked for release Profile marked for release
Lookup	See *query*.
LOV	List of values available from a pull-down list for a field
MDL	Multiple Distribution Line
Navigator	See *CAMS Navigator*.
Primary key	A value, such as an Account ID, that uniquely identifies an entity, such as a grant account, so that, if used by itself in a lookup, it will retrieve the data associated with that account only.
Priority	The transaction posting priority for a grant item or PO line item. It defaults to “1” (the highest priority), but can be changed with the ASAP Account Management Screen (SPDG003) ~ Line Items/MDLs Tab.
Query	The process you can use to look up a record or set of records based on criteria you specify (the values you enter into certain fields) for the lookup.
Recipient	The organization awarded the grant

Term/Acronym	Definition
Release	Refers to the process of enabling account and authorization data to be uploaded to the FRBR by the ASAP Interface. This process is enabled by your entry of release dates using the Release flag in the ASAP Account Management screen (SPDG003).
Report button	A button available from the control section of ASAP screens. Click to create a report based on your current query or on the report parameters you enter.
Requestor	The organization that requests the funds for the recipient (can be the same as the recipient)
SPDG	Standard Payment Development Group
Status	The status of the ASAP grant, either OPEN or CLOSED. It is automatically Open when you create an account record. If an account needs to be suspended, change the status to Suspended. This will prevent the grantee from performing any payment requests and book entry adjustments; returned payments transactions and authorizations are allowed.
System-generated	A characteristic of a field indicating the value in the field was calculated by the system (such as for a total accrued amount) or created based on some scheme such as a sequential numbering scheme to identify the relative timing of a transaction. System-generated fields are display-only fields. See also *Display-only*.
Upload	Initiate a file submission through the ASAP Interface to the FBR. You should request that files be uploaded, on a daily basis, to the FRBR. This will enable you to see the most current Interface Status for your files. Files uploaded include account profiles, grant authorizations, and grant transactions. See also *Interface Status*.
1031	Refers to the Fedwire 1031 request for federal funds

Appendix A – Error Messages

SPDG002	Invalid ASAP ID entered Duplicate ASAP ID entered Name field must be entered before record activation Cannot delete an ASAP ID record referenced by record(s) of another table Cannot delete an interfaced ASAP ID record
SPDG003	Control Section Begin date must be less than end date Account description must be entered before creating a profile Recipient ID must exist before creating a profile Cannot create a profile with a pending profile
SPDG003	Line Items/MDLs Tab Invalid priority number entered. Only 0, 1,2, 3 … are allowed A valid priority number must be entered Duplicate non-zero priority number entered
SPDG003	Account Profiles Tab Cannot un-release a profile being uploaded Cannot un-release a profile already uploaded Cannot delete a profile already marked for release Cannot cancel a profile already acknowledged Cannot cancel a profile prior to uploading
SPDG003	Authorizations Tab Cannot create an authorization without creating an account profile Cannot create an authorization with another pending authorization Cannot un-release an authorization being uploaded
SPDG004	An accomplished date must be entered. Interfaced amount does not match entered amount. Cannot be proved
SPDG005	Do not enter any information on this screen. The information on this screen cannot be modified or deleted. Field is protected against update.
SPDG006	Field is protected against update. You cannot create records here. Invalid/closed GL end for AP.

	The item No. is invalid, or the available amount of correction for this item No. is zero. The absolute value of the amount cannot exceed that of the available amount for this item. Please enter item No. first. The line No. is invalid, or the available amount for correction for this line is zero. List of Values contains no entries. The absolute value of MDL total exceeds that of item. Field must be of form 99,999,999,990.90.
SPDG100	Region code must be entered Group ID must be entered Recipient ID must be entered Requestor ID must be entered
SPDG101	Region code must be entered Group ID must be entered Recipient ID must be entered Requestor ID must be entered
SPDG102	Region code must be entered Group ID must be entered Recipient ID must be entered Requestor ID must be entered Account ID must be entered Cycle date must be entered
SPDG110	Recipient ID must be entered. Requestor ID must be entered.
SPDG111	ALC must be entered. From date must be entered. To date must be entered.
SPDG112	Region code must be entered. From date must be entered. To date to must be entered.
SPDG113	Region code must be entered. From date must be entered. To date to must be entered.
SPDG114	From date must be entered. To date to must be entered.

SPDG116	There is no error message associated with this screen
SPDG200	You cannot create records here. Field is protected against update.
SPDG201	Field is protected against update. File already downloaded. File already posted. Can only view details for ASAP ID directory.
SPDG202	File already down loaded. Cannot download again. Cannot delete a data retrieval file entry already down loaded. Daily entry already rejected. Daily entry already validated. Daily entry already posted. Cannot reject daily entry already validated. Cannot post daily entry not yet validated. Interfaced amount does not match with debit voucher or deposit ticket amount Debit voucher or deposit ticket not yet entered or approved
FM041	Field is protected against update.
GL004	Invalid agency location code in SPDG001 Invalid ALC region code in SPDG001 The valid value for ASAP account prefix is P or F
GL060	The first 2 digits must begin with "01-12","21-32" or "90-91" Invalid ABA number. Please check the number Field must be of form 099999999.
PM002	There is no error messages associated with this screen.
WF002	Field is protected against update

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